ITCSO Training Academy

Contract Audit Follow-Up (CAFU) 3.5

External Users

February 2010

Course Topics

Course Topics

Note: Links will ***only*** work in PowerPoint's **slide show** view.

Module One	**CAFU 3.5 Overview**
Lesson One	**Overview of CAFU 3.5**
Topic One	CAFU 3.5
Topic Two	Enhancement Areas for CAFU 3.5
Topic Three	Reportable and Non-Reportable Audits
Lesson Two	**CAFU Functions by Role**
Topic One	Contracting Officer (CO) Functions
Topic Two	Major Command (MC) Monitor Functions
Topic Three	District Monitor Functions (DCMA Only)
Topic Four	Headquarters Monitor Functions

Course Topics

Course Topics

Note: Links will ***only*** work in PowerPoint's **slide show** view.

Module One	**CAFU 3.5 Overview (continued)**
Lesson Three	**Layout Screen**
Topic One	Look and Feel
Topic Two	Header
Topic Three	Content Area
Topic Four	Footer
Topic Five	Common Indicators
Topic Six	Calendar
Topic Seven	User Profile
Topic Eight	Modifying Browser Text Size
Topic Nine	Application Messages
Lesson Four	**Home Page**
Topic One	Home Page
Lesson Five	**Work Screen Layout**
Topic One	My Work Screen
Topic Two	View My Activity

Course Topics

Course Topics

Course Topics

Note: Links will ***only*** work in PowerPoint's **slide show** view.

Module Two	**Workgroup Audits**
Lesson One	**My Workgroup Overview**
Topic One	About My Workgroup
Topic Two	DCMA
Topic Three	Army
Topic Four	Navy
Topic Five	TRICARE
Topic Six	Air Force

Course Topics

Course Topics

Note: Links will ***only*** work in PowerPoint's **slide show** view.

Module Three	**Audits**
Lesson One	**Audits**
Topic One	Workgroup Audits Screen
Lesson Two	**Viewing Audit Details and Actions**
Topic One	Viewing Audit Details and Actions Overview
Topic Two	From Audits
Topic Three	From My Work
Lesson Three	**Printing the Audit**
Topic One	Printing the Audit

Course Topics

Course Topics

Note: Links will ***only*** work in PowerPoint's **slide show** view.

Module Four	**Working with Audit Records**
Lesson One	**CAFU Pipeline**
Topic One	Work Flow Diagram
Lesson Two	**Working with Audit Records Overview**
Topic One	Common Actions
Topic Two	Validation Error
Lesson Three	**Searching for Audits**
Topic One	Searching for Audits Overview
Topic Two	Using the Search Screen
Topic Three	Search Results

Course Topics

Course Topics

Course Topics

Note: Links will ***only*** work in PowerPoint's **slide show** view.

Module Four	**Working with Audit Records**
Lesson Four	**Add New Audits by Monitor**
Topic One	Add New Audit
Topic Two	Plan
Topic Three	Resolve
Topic Four	Disposition or Defer Layout
Topic Five	Forward / Send Document
Topic Six	Forwarded
Topic Seven	Correction by Monitors
Topic Eight	Take Over an Audit from the View Audit Follow-Up Screen
Topic Nine	Update Remarks by CO and Monitors
Topic Ten	Update Revised Target Date (CO and Monitors)
Topic Eleven	Deleting Audits
Topic Twelve	Transferring an Audit

Course Topics

Course Topics

Note: Links will ***only*** work in PowerPoint's **slide show** view.

Module Five	**Milestones**
Lesson One	**Milestones Overview**
Topic One	Milestones Overview
Topic Two	Adding Milestones
Topic Three	Updating and Deleting Milestones
Topic Four	Viewing Milestones from View Audit Follow-Up Screen
Module Six	**Activity Logging**
Lesson One	**Activity Overview**
Topic One	Activity Overview
Topic Two	Activity Logging per Audit Report
Topic Three	Activity Logging per User
Module Seven	**Frequently Asked Questions**
Topic One	**CAFU 3.5 Frequently Asked Questions**

Course Objectives

At the end of this training you should be able to:

- Enter all key information for tracking reportable and non-reportable audit records in a single web-based database with the Single Sign On (SSO) feature
- Collect information and create reports for management of CAFU and reporting to the DoD IG for each semi-annual reporting period
- Provide alert notifications to users on audit records needing attention for completing the required tasks of Resolution and Disposition, as well as, new assignments

Course Topics

Course Modules

Course Modules

Module One	CAFU 3.5 Overview
Module Two	Workgroup Audits
Module Three	Audits
Module Four	Working with Audit Records
Module Five	Milestones
Module Six	Activity Logging
Module Seven	Frequently Asked Questions

Course Topics

Module One

CAFU 3.5 Overview

Module One – CAFU 3.5 Overview

Module One Lessons

Lesson One	Overview of CAFU 3.5
Lesson Two	CAFU Functions by Role
Lesson Three	Layout Screen
Lesson Four	Home Page
Lesson Five	Work Screen Layout

Course Topics

Lesson One

Overview of CAFU 3.5

Lesson One – Overview of CAFU 3.5

- DCMA is responsible for compliance with DoD Instruction (DoD I) 7640.02 (previously Directive 7640.2) which requires that all audit reports be tracked. In addition, DCMA is responsible for reporting to the DoD IG the status of those contracts (semi-annually) which are deemed reportable by the directive. The reportable audits are closely monitored to ensure that the status has the most current information and the audit reports are progressing through all the milestones stated in DoD I 7640.02

- DoD I 7640.02 was modified and now requires users to capture detailed information on interest and penalties

- Administrators and users of the system have identified changes and additional functionality needed in the system.

Lesson One – Topics

Lesson One Topics

Topic One	CAFU 3.5
Topic Two	Enhancement Areas for CAFU 3.5
Topic Three	Reportable and Non-Reportable Audits

Course Topics

Topic One – CAFU 3.5

CAFU 3.5

The CAFU 3.5 web application has been constructed in consonance with the independent, decision-making role of the Contracting Officer (CO), and the financial advisory role of the Contract Auditor. It is designed to receive new audit reports from the Defense Contract Auditing Agency (DCAA) and audits to Contracting Officers (COs) and Monitors. The system assigns audits to Monitors also, if the ACO is not available for the DoDAAC. CAFU supports the following agencies:

- AIR FORCE
- ARMY
- DCMA
- NAVY
- TRICARE
- DoD IG

Topic Two - Enhancement Areas for CAFU 3.5

CAFU Enhancements

New E-Mail Notifications

1. Notification of New Audit Record(s) - When new audit records are loaded into the eTools system.
2. Notification to Update Audit Record(s) - When the ACO/Monitor has not updated a record and it is at least four months old.
3. Notification to fill Resolution Date(s) - When an Actual Resolution Date has not been filled in and it becomes six months old.
4. Reminder: CAFU cut-off date - When the audit record has reached 30 days before the cut-off date of the semi-annual reports. The cut-off date for updating is September 30th close of the business, and March 31st close of business.

Forward Features Added and Modified

5. Forward feature has been made a requirement when entering a Disposition Actual Date (Only for Reportables).
6. A notice has been added when using the Forward feature (Only for Reportables).

Topic Two - Enhancement Areas for CAFU 3.5

CAFU Enhancements

New Data Fields (Received from DCAA)

1. Qualified or Unresolved Cost - Will be YES or NO. For existing records with no value it will be shown as blank.
2. Questioned Cost Subject to Penalty - Will display the value from DCAA data load. A default value of $0.00 will be shown when this field does not have any value.
3. Update Data Field – Increased the following character allowance on any screen that contains the Remarks field from 500 to 2,500 characters.

Screen Modification

4. Disposition Audit Follow-Up Record has been changed to Disposition or Defer Audit Follow-Up Record.

Updated Reports

5. New data fields have been added in the CAFU Semi-Annual Open Report .
6. New data fields have been added in the CAFU Semi-Annual Closed Report.
7. The width of the drop-down box in the report viewer is increased.

Topic Three – Reportable and Non-Reportable Audits

Reportable audits are identified as:

- Those containing findings and recommendations, whether or not the findings are qualified, covering estimating system surveys, accounting and related internal control system reviews, defective pricing reviews, Cost Accounting Standards (CAS) issues, CAS cost impact statement reviews, and real-time deficiencies (flash) reports
- Those covering operations reviews, incurred costs including final indirect cost rates or auditor-determined final indirect cost rates referred to the CO for final decision, final pricing submissions, termination settlement proposals, and claims, if reported costs or rates questioned or qualified equal $100,000 or more
- Those Contractor Insurance and Pension Review (CIPR) Contractor Insurance Pension Review) reports issued by the DCMA identifying instances of contractor noncompliance with (CAS), and all CIPR reports with questioned or qualified costs of $100,000 or more

Topic Three – Reportable and Non-Reportable Audits

Non-Reportable audits are identified as:

- Reports covering pre-award proposals; forward pricing labor, overhead, and other advance rate proposals; progress payments; pre-award surveys; proposals for change orders or modifications; assist audits; and closing statements are not to be reported

Module One – Lesson One - Review

Lesson One Covered the Following Topics:

Topic One	CAFU 3.5
Topic Two	Enhancement Areas for CAFU 3.5
Topic Three	Reportable and Non-Reportable Audits

Course Topics

Lesson Two

CAFU Functions by Role

Lesson Two -Topics

Lesson Two Topics

Topic One	Contracting Officer (CO) Functions
Topic Two	Major Command (MC) Monitor Functions
Topic Three	District Monitor Functions (DCMA Only)
Topic Four	Headquarters Monitor Functions

Course Topics

Topic One – Contracting Officer (CO) Functions

Contracting Officer (CO) Functions
Plan Audits
Resolve Audits
Disposition Audits
Defer Audits
Disposition Audits After Deferral
Transfer Audit to Another User within the Agency
View & Edit Audits Assigned to You
Forward Audits
Update Remarks
Update Revised Disposition Target Date
Add Milestones
View CAFU Enhancements & CAFU Features
View Activities & Audits Assigned to COs in Your Workgroup (this may include audits that have been transferred out of the user's work list)

Course Topics

Table 1.2.1.1: Contracting Officer Functions

Topic Two – Major Command (MC) Monitor Functions

Major Command (MC) Monitor Functions
Assign Audits by Transferring or Adding New Audits
Search and Print Audits
Add Audits within the MC Workgroup
Correct Audits
View, Edit, Search and Sort Audits
View Reports
View CAFU Enhancements & CAFU Features
Update Remarks
Update Revised Disposition Target Date
Add Milestones
Transfer Audits within Agency
Take Over Audits to their My Work

Table 1.2.2.1: Major Command Functions

Course Topics

Topic Three – District Monitor Functions (DCMA Only)

District Monitor Functions (DCMA Only)
Assign audits by transferring or adding new audits
Add Audits within the MC Workgroup
Search and Print Audits
Correct Audits
View, Edit, and Search Audits
View Reports
View CAFU Enhancements and CAFU Features
Update Remarks
Delete Audits
Update Revised Disposition Target Date
Add Milestones
Transfer Audits within own agency
Take Over Audits to their My Work

Table 1.2.3.1: District Monitor Functions (DCMA only)

Note: This Role is for information purposes only. It is a DCMA Internal Role.

Topic Four – Headquarters Monitor Functions

Headquarters Monitor Functions
View, Search, and Print Audits
Correct Audits
Take Over Audits
View Reports
View CAFU Enhancements and CAFU Current Features
Transfer Audits within own Agency OR to Another Agency
Delete Audits
Update Remarks Field
Add, Modify, or Delete Milestones

Table 1.2.4.1: Headquarters Monitor Functions

Course Topics

Module One – Lesson Two - Review

Lesson Two Covered the Following Topics:

Topic One	Contracting Officer (CO) Functions
Topic Two	Major Command (MC) Monitor Functions
Topic Three	District Monitor Functions (DCMA Only)
Topic Four	Headquarters Monitor Functions

Course Topics

Lesson Three

Layout Screen

Lesson Three -Topics

Lesson Three Topics

Topic One	Look and Feel
Topic Two	Header
Topic Three	Content Area
Topic Four	Footer
Topic Five	Common Indicators
Topic Six	Calendar
Topic Seven	User Profile
Topic Eight	Modifying Brower Text Size
Topic Nine	Application Messages

Course Topics

Topic One – Look and Feel

Look and Feel

This section covers the overall Look and Feel of the CAFU 3.5 Application.

There are three main sections to the application layout:

- Header
- Content Area
- Footer

Course Topics

Topic Two – Header

Header

The Header consists of the Title Bar and Menu Bar. The following list highlights the differences between the Title Bar and Menu Bar:

Title Bar	Menu Bar
Branding: e-Tools logo and application name with version	Provide links for easy navigation throughout the application
User Name: Clicking on the user's name shows user's profile	Main application links: High-level links that allow the user to access the main features of the CAFU application
Help: Provides access to the help files	Context sensitive links: Provide access to cross-reference information and content related to current page
Exit: Quits the CAFU application	

Table 1.3.2.1: CAFU 3.5 Header

Course Topics

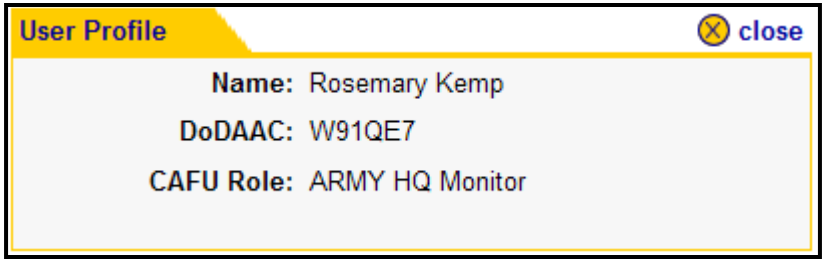
Topic Two – Header

Header (continued)

The Header consist of the Title Bar and the Menu Bar.

Graphic 1.3.2.2: CAFU 3.5 Header Title and Menu Bar

Header (Graphics 1.3.2.2 - 1.3.2.3)	
1	*Click* on the **user name.** • User Profile appears (Graphic 1.3.2.3) • User Profile shows user DoDAAC, and CAFU role



Graphic 1.3.2.3: CAFU 3.5 User Profile

Course Topics

Topic Three – Content Area

Content Area

Title and Description

This section displays the title and description of the page. It also provides the purpose of the page and the actions that the user can perform.

Data Table

This section displays a table of records related to the page. It also provides actions that can be performed on the table, such as refresh and search. Data Table is only used on pages that need to display records (Graphic 1.3.3.1).

Content Area Title and Description (Graphic 1.3.3.1)	
1.	*Click* the **My Work** link in the Menu Bar. • The My Work Page opens (Highlighted in yellow)

This page lists audit reports that are waiting for an action from you. The last audit updated is shown first. If you find an audit that does not belong in your work, you may transfer the audit from the CAFU Audit Follow-Up screen by clicking on the Audit Report Number.

Contract Audit Follow-Up 3.5
Rosemary Kemp
help feedback exit
Home My Work My Workgroup Audits Reports
View My Activity
My Work
This page lists audit reports that are waiting for an action from you. The last audit updated is shown first. If you find an audit that does not belong in your work, you may transfer the audit from the CAFU Audit Follow-Up screen by clicking on the Audit Report Number.
My Work
refresh add audit search
Report Number | Issue Date | Contractor | Class | Action | Updated
13012005B10100002 | 28 SEP 2007 | CONDOR PACIFIC-HEATH DIVI | REP | Disposition | 03 SEP 2009
63112005C10100033 | 24 SEP 2008 | MIDATLANTIC CONSTRUCTION & DESIGN ASSOC. | REP | Disposition | 01 SEP 2009
63412005A10100006 | 27 MAR 2009 | BERG INTEGRATED SYSTEMS | REP | Resolve | 01 SEP 2009
63411999A10100001 | 24 SEP 2002 | TITAN APPLIED TECHNOLGIES CGS | REP | View | 01 SEP 2009
67012001E24010001 | 30 OCT 2001 | COMMAND AND CONTROL SYSTE | REP | View | 01 SEP 2009
62212003Y11010001 | 28 FEB 2003 | AVON PROTECTION SYSTEMS, INC. | REP | View | 01 SEP 2009
63412000A10100014 | 02 OCT 2003 | NORTHROP GRUMMAN INFO TECH | REP | View | 24 FEB 2005
67012003A21000015 | 17 OCT 2003 | BURNS & MCDONNELL ENGR CO | NON | Disposition or Defer | 03 SEP 2009
67012006A21000005S1 | 08 JUN 2006 | BURNS & MCDONNELL ENGR CO | NON | Disposition or Defer | 01 SEP 2009
62212005Y10100010 | 07 JUN 2007 | KMI | NON | Resolve | 01 SEP 2009
1-10 of 20
Defense Contract Management Agency

Graphic 1.3.3.1: Title and Description Table

Record Scroller - The record scroller displays the number of records in the current view and allows the user to scroll through the pages of records. The record scroller is only used in conjunction with a Data Table; it is omitted if there are no records.

Topic Three – Content Area

Dynamic Sorting by Column Header

This feature allows users to arrange the records in
any preferred order.

Sorting by Column Header (Graphic 1.3.3.2)	
1.	*Click* on the **Report Number** header. • The Report Number field will sort ascending or descending
3.	*Click* on the **Contractor Name** heading. • The result will be records sorted by Reportable first, then Contractor Name second

1.3.3.2: Sorting by Column Header

Note: Reportable records are presented first when presenting an audit list to the user. This applies regardless of a user's selected sort order.

Topic Four – Footer

Footer

The footer provides links to standard DCMA web sites:

Graphic 1.3.4.1: Footer

Course Topics

Topic Five – Common Indicators

Common Indicators

Standard icons and indicators are used throughout the application to provide consistent behavior and improve usability. The following are some of the most commonly used icons:

Icon	Name	Description
	Calendar	Display the calendar in a pop-up window to help user select a date.
	Edit	Edit the record.
	Close	Close a pop-up window.
	Error	Indicates a validation error that must be fixed by the user.
	Hint	Shows usage hint(s) related to the current page.
	Print	Print the current page.
	Refresh	Refresh the related Data Table.
	Search	Search within the related Data Table.
	Add	Add a new record.
	Delete	Delete the record.
	Jump down	Jump down to a bookmark on the page. This icon is also used to denote the order of sorting.
	Jump up	Jump up to a bookmark on the page. This icon is also used to denote the order of sorting.
	Next	Jumps to the next page or record.

Graphic 1.3.5.1: CAFU Common Indicators

Course Topics

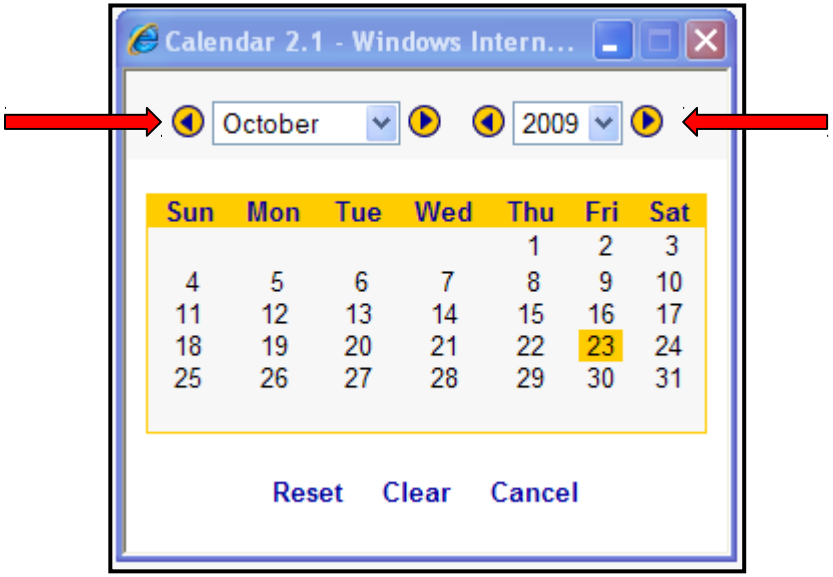
Topic Six – Calendar

Calendar

The calendar provides a convenient way of inputting dates. It ensures that the format of the date will be accurate and consistent.

Calendar (Graphics 1.3.6.1 – 1.3.6.2)	
1.	*Click* the **Calendar icon.** • The Calendar opens
2.	*Select* **the month desired .** •The arrow on the left or right surrounding the month
3.	*Click* on the **arrows** on either side of the years field.
4.	*Click* the **drop down** box for the Month**.** • Select the desired month and year
5.	*Click* the desired **day.** • The current date will be highlighted • The date will be automatically populated in the correct format. **23 OCT 2009**

Graphic 1.3.6.1: Calendar Icon


Calendar 2.1 - Windows Intern...
October
2009
Sun Mon Tue Wed Thu Fri Sat
1 2 3
4 5 6 7 8 9 10
11 12 13 14 15 16 17
18 19 20 21 22 23 24
25 26 27 28 29 30 31
Reset
Clear
Cancel

Graphic 1.3.6.2: Calendar

Course Topics

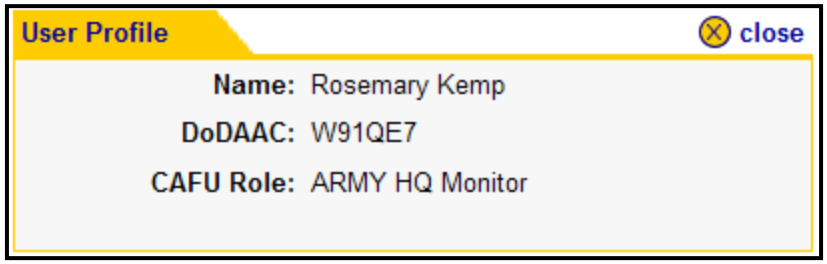
Topic Seven – User Profile

User Profile

Your user profile can be accessed from any screen in the application (except for confirmation pages). To access your profile follow these steps:

Graphic 1.3.7.1: User Name

User Profile (Graphics 1.3.7.1 – 1.3.7.2)	
1.	*Click* on **your name** in the light blue section of the header. •Your User Profile will appear in a pop-up window.
2.	*Click* on **close** in the upper right hand corner of the window to exit.



Graphic 1.3.7.2: User Profile

Course Topics

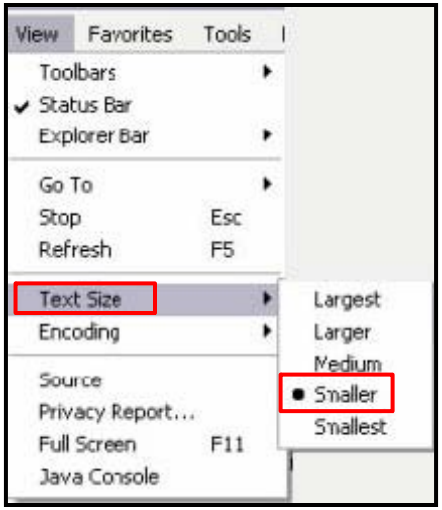
Topic Eight – Modifying Browser Text Size

Modifying Browser Text Size

Text size can be modified from the Internet Explorer menu bar. Please note that the default text size is Medium.

Graphic 1.3.8.1: Modifying Browser Text Size

Modifying Browser Text Size (Graphics 1.3.8.1 - 1.3.8.2)	
1.	*Select* **View** from the menu bar.
2.	*Select* **Text Size** from the view list. • A list of text sizes will display
3.	*Choose* the desired **text size.**



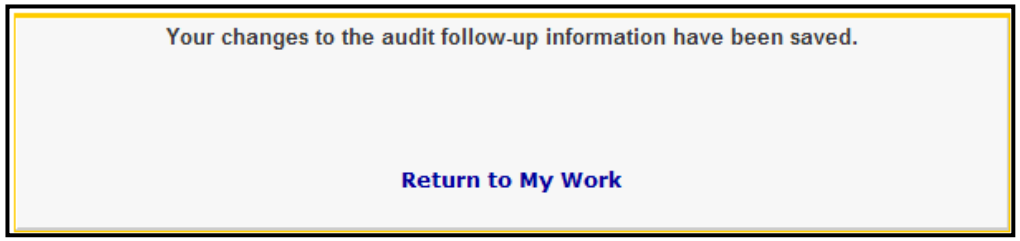
Graphic 1.3.8.2: Modifying Browser Text Size

Course Topics

Topic Nine – Application Messages

Application Messages

If you have selected Submit, Cancel or an action on a Data Table, you will receive a message informing you that the system has performed the appropriate action. The confirmation will direct you to the screen from which you originated or to a related screen .



Graphic 1.3.9.1: Application Message – Successful Submit Confirmation

System Time Out

If the user has taken no action in CAFU (i.e. click on link or button) for 4 hours, the system will automatically log the user out of the application. At this point, you must log back in.

Graphic 1.3.9.2: Application Message – Cancellation Confirmation

Lesson Three – Review

Lesson Three Covered the Following Topics:

Topic One	Look and Feel
Topic Two	Header
Topic Three	Content Area
Topic Four	Footer
Topic Five	Common Indicators
Topic Six	Calendar
Topic Seven	User Profile
Topic Eight	Modifying Browser Text Size
Topic Nine	Application Messages

Course Topics

Lesson Four

Home Page

Lesson Four – Topics

Lesson Four Topics

Topic One Home Page

Course Topics

Topic One – Home Page Content

Home Page Content

The Home Page is the first page that the user will see when they access CAFU. Your Home Page will be unique for your particular Service.

TOOls
Contract Audit Follow-Up 3.5
Rosemary Kemp
help feedback exit
Home My Work My Workgroup Audits Reports
CAFU Home Page - Army
Welcome to CAFU 3.5, the new web based version of Contract Audit Follow-Up. It is designed to serve our audit follow-up activity as required by DoD Instruction 7640.02. CAFU 3.5 will help simplify audit follow-ups, manage the workflow, and provide reports for tracking audits, capturing statistics and measuring performance.
Use online help to get context sensitive help or click here to download CAFU user manual for off-line reference.
The Army's Contract Audit Follow-Up (CAFU)
References
Department of Defense Directive (DODD) 7640.2. Policy for Follow-Up on Contract CAFU process.
Army Regulation (AR) 36-2 Audit Reports and Follow-Up, April 28, 91.
Army Federal Acquisition Regulation Supplement (AFARS) 5142.490-3, Follow-Up on the Contract Audit Reports.
Process
CAFU is a semi-annual report on the progress of the resolution and disposition of reportable audits. Reporting period ends on 31 March and 30 September.
The CAFU report is due from all applicable Army MACOMS, (Agencies and Directorates) on all reportable audits. Required notification to Defense Contract Audit Agency (DCAA) on disposition of audits can be performed through the CAFU 3.5 program.
All reportable audits must be updated no later than 5 working days after the end of the reporting periods. However, updating the records at the time that action occurs is always preferred. Recipient of the Army's CAFU report is the Department of Defense, Office of the Inspector General (DODIG). Therefore, remember that timeliness, accuracy, and completeness is always needed when processing your audit actions through the CAFU 3.5 program.
The Army's representative for the CAFU is DASA(P&P), Business Operations & Enterprise Systems Directorate, Rosemary Kemp, (703) 681-1032, Rosemary.K.Kemp@us.army.mil.
Defense Contract Management Agency
DCMA Home | Site Map | Privacy Policy | FOIA

Graphic 1.4.1.1: Home Page Content

Course Topics

Lesson Four – Review

Lesson Four Covered the Following Topics:

Topic One Home Page

Course Topics

Lesson Five

Work Screen Layout

Lesson Five – Topics

Lesson Five Topics

Topic One	My Work Screen
Topic Two	View My Activity

Course Topics

Topic One – My Work Screen

My Work Screen

- My Work displays audits that are waiting for an action to be completed by you
- Monitors are responsible for assignment, correction, and adding (HQ and MACOM) and deleting (HQ) audits assigned to them or audits taken-over from their workgroup. COs are responsible for the follow-up activities from planning to forwarding the memo
- There are only three roles for Non-DCMA agencies:
    1. HQ Monitors
    2. Major Command Monitors
    3. COs

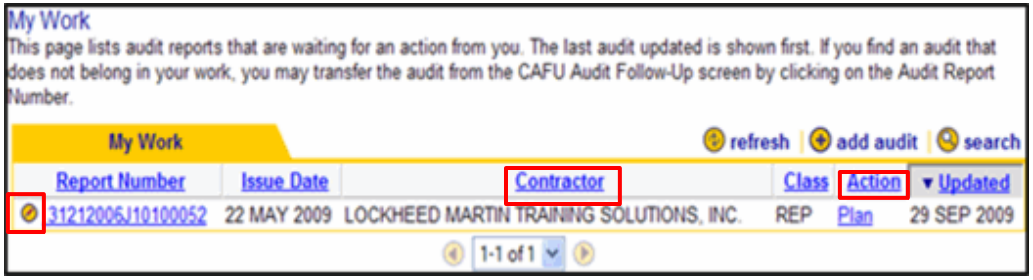
  The workgroup for service agencies, include all users within the agency.

Topic One – My Work Screen

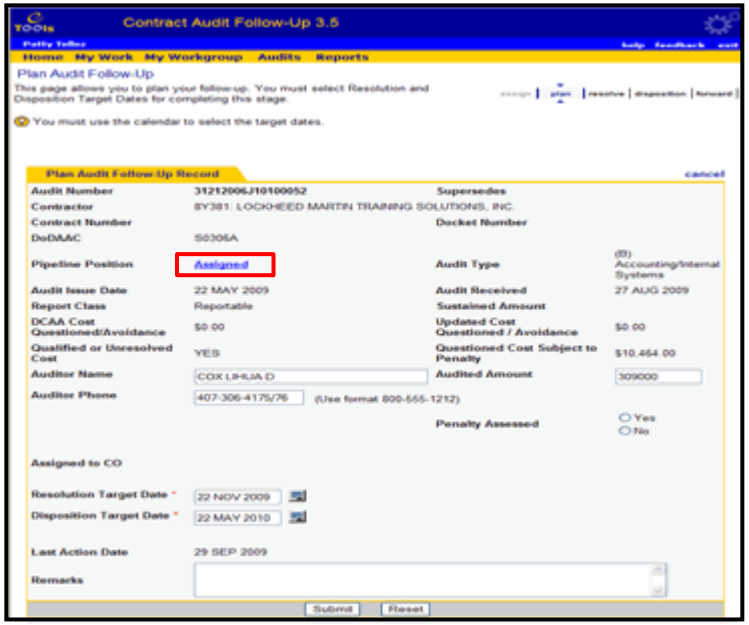
My Work Screen (continued)

To jump to the edit audit screen follow the directions below. The work flow explains the difference in pipeline positions shown when editing the record.

My Work Screen (Graphics 1.5.1.1 – 1.5.1.2)	
1.	*Click the* **Edit Pencil** Icon**.** • Clicking on the Audit Report Number takes you to the View Audit Follow-Up screen that shows the details about the audit • Clicking on the Contractor name shows details about the Contractor (if available) • Clicking on the Action link takes you to the CAFU Work Flow Diagram. (The Work Flow Diagram is discussed in Module Four Lesson One


My Work
This page lists audit reports that are waiting for an action from you. The last audit updated is shown first. If you find an audit that does not belong in your work, you may transfer the audit from the CAFU Audit Follow-Up screen by clicking on the Audit Report Number.
My Work
refresh
add audit
search
Report Number
Issue Date
Contractor
Class
Action
Updated
31212006J10100052
22 MAY 2009
LOCKHEED MARTIN TRAINING SOLUTIONS, INC.
REP
Plan
29 SEP 2009
1-1 of 1

Graphic 1.5.1.1: Edit Pencil Icon



Graphic 1.5.1.2: Disposition Deferred Audit Follow-UP

Course Topics

Topic One – My Work Screen

My Work Screen (continued)

Follow the directions below for information on the Refresh, Add Audit, and Search Buttons.

My Work Screen (Graphic 1.5.1.3)	
1	*Click* on the **refresh** link to have the system look for newly assigned audits.
2	The **add audit** feature is available to CMO, District and MC Monitors. If you have received an audit report from DCAA that is not in your work, please have your CMO, HQ or MACOM/District add it to the system.
3	You can filter this list to locate specific audits by using the **search** link. • Note that using the search feature here will only search within the audits in your work.

Graphic 1.5.1.3: Refresh, Add Audit and Search Links

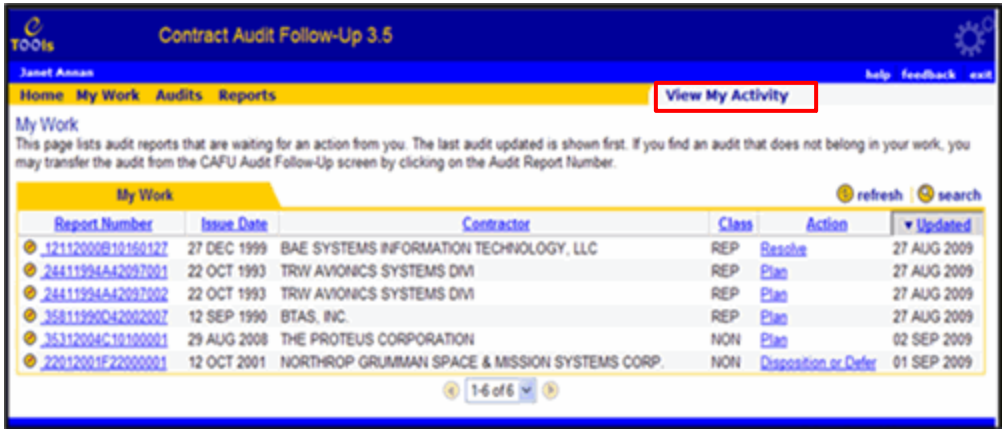
Course Topics

Topic Two – View My Activity

View My Activity

View My Activity displays activities for the current user.

View My Activity Steps (Graphics 1.5.2.1 – 1.5.2.2)	
1.	*Click* the **View My Activity** Link from the My Work window. •The View Activity window opens
2.	*Click* on the **Date and Time** column for a snapshot of the Audit Report, if available.
3.	*Click* on the **Audit Report Number** to access the View Audit Follow-Up screen.


TOOls
Contract Audit Follow-Up 3.5
Janet Annan
help feedback exit
Home My Work Audits Reports
View My Activity
My Work
This page lists audit reports that are waiting for an action from you. The last audit updated is shown first. If you find an audit that does not belong in your work, you may transfer the audit from the CAFU Audit Follow-Up screen by clicking on the Audit Report Number.
My Work
refresh search
Report Number | Issue Date | Contractor | Class | Action | Updated
12112000B10160127 | 27 DEC 1999 | BAE SYSTEMS INFORMATION TECHNOLOGY, LLC | REP | Resolve | 27 AUG 2009
24411994A42097001 | 22 OCT 1993 | TRW AVIONICS SYSTEMS DIVI | REP | Plan | 27 AUG 2009
24411994A42097002 | 22 OCT 1993 | TRW AVIONICS SYSTEMS DIVI | REP | Plan | 27 AUG 2009
35811990D42002007 | 12 SEP 1990 | BTAS, INC. | REP | Plan | 27 AUG 2009
36312004C10100001 | 29 AUG 2008 | THE PROTEUS CORPORATION | NON | Plan | 02 SEP 2009
22012001F22000001 | 12 OCT 2001 | NORTHROP GRUMMAN SPACE & MISSION SYSTEMS CORP. | NON | Disposition or Defer | 01 SEP 2009
1-6 of 6

Graphic 1.5.2.1: My Work Window

TOOls
Contract Audit Follow-Up 3.5
Thomas Maye
help feedback exit
Home My Work My Workgroup Audits Reports
View Activity
This page lists activity related to users and audit reports. Click on the Date and Time link to view a brief snapshot of the audit report from the time of action. Click on the audit number to view (if available) the current state of the audit.
For performance reasons, only the 500 most recent activities will be displayed.
Activity for User BGD0370
Date and Time | Report Number | User ID | Activity
2009-09-03 14:41:21.0 | 13012005B10100002 | BGD0370 Thomas Maye Deferred Audit 13012005B10100002
2009-09-03 14:38:16.0 | 13012005B10100002 | BGD0370 Thomas Maye Resolved Audit 13012005B10100002
2009-09-03 09:26:14.0 | 67012003A21000015 | BGD0370 Thomas Maye Resolved Audit 67012003A21000015
2009-09-02 14:03:03.0 | 63112004C10100029 | BGD0370 Thomas Maye Forwarded Audit 63112004C10100029
2009-09-01 15:39:34.0 | 63112005C10100033 | BGD0370 Thomas Maye Deferred Audit 63112005C10100033
2009-09-01 15:38:49.0 | 63112005C10100033 | BGD0370 Thomas Maye Resolved Audit 63112005C10100033
2009-09-01 15:31:25.0 | 63112004C10100029 | BGD0370 Thomas Maye Dispositioned Audit 63112004C10100029
2009-09-01 14:49:44.0 | 63112004C10100029 | BGD0370 Thomas Maye Deferred Audit 63112004C10100029
2009-09-01 14:44:20.0 | 62712005I19200001 | BGD0370 Thomas Maye Forwarded Audit 62712005I19200001
2009-09-01 14:42:48.0 | 62712005I19200001 | BGD0370 Thomas Maye Dispositioned Audit 62712005I19200001
1-10 of 161
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Graphic 1.5.2.2: View My Activity Window

Course Topics

Module One – Lesson Five - Review

Lesson Five Covered the Following Topics:

Topic One My Work Screen

Topic Two View My Activity

Course Topics

Module One – Review

Module One Covered the Following Lessons:

Lesson One	Overview of CAFU 3.5
Lesson Two	CAFU Functions by Role
Lesson Three	Layout Screen
Lesson Four	Home Page
Lesson Five	Work Screen Layout

Course Topics

Module Two

Workgroup Audits

Module Two – Workgroup Audits

Module Two Lessons

Lesson One My Workgroup Overview

Course Topics

Lesson One

My Workgroup Overview

Lesson One – Topics

Lesson One Topics

Topic One	About My Workgroup
Topic Two	DCMA
Topic Three	Army
Topic Four	Navy
Topic Five	TRICARE
Top Six	Air Force

Course Topics

Topic One – About My Workgroup

About My Workgroup
Workgroup Audits provides information about your CAFU account, your workgroup, and members of your workgroup
A workgroup is defined by a group of people working at different levels functioning as a logical group for audit follow-up. You can click on the activity link for a workgroup member to see his/her activity
Actions pertaining to a role cannot be taken directly from My Workgroup
Only Monitors have the option to take over an audit from their workgroup, at which time, actions can be taken against an audit directly from My Work screen
For each user in your workgroup, a list of their activities can be viewed by clicking on the activity link located in the Show Activity column

Table 2.1.1.1: My Workgroup

Note: **Invalid** may appear in the Role column when a user does not have proper access privileges

Course Topics

Topic Two – DCMA

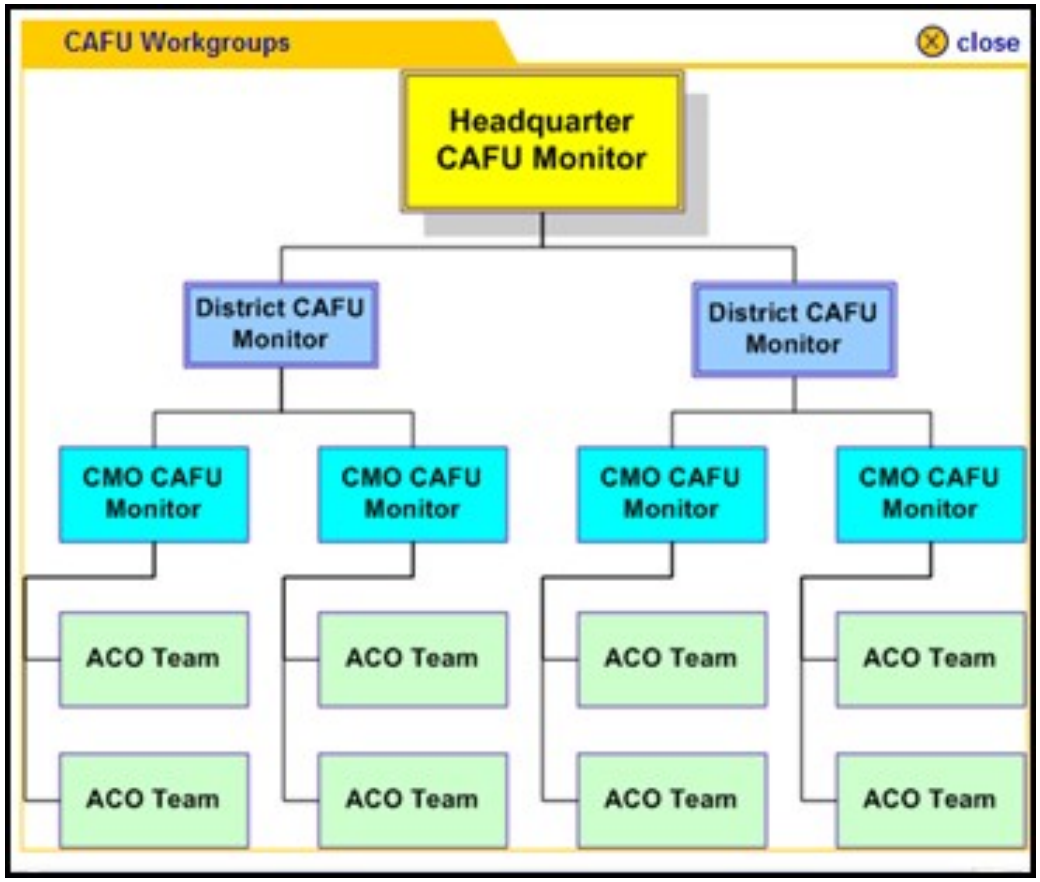
DCMA Workgroup

This page provides information about your CAFU account, your workgroup, and members of your workgroup.

The CAFU workgroup consists of two roles and three levels as illustrated in the organization chart to the right.

Monitors are responsible for assignment, correction, and adding (CMO and District) and deleting (District) audits within their workgroup.

ACOs are responsible for the follow-up activities from planning to forward the memo.



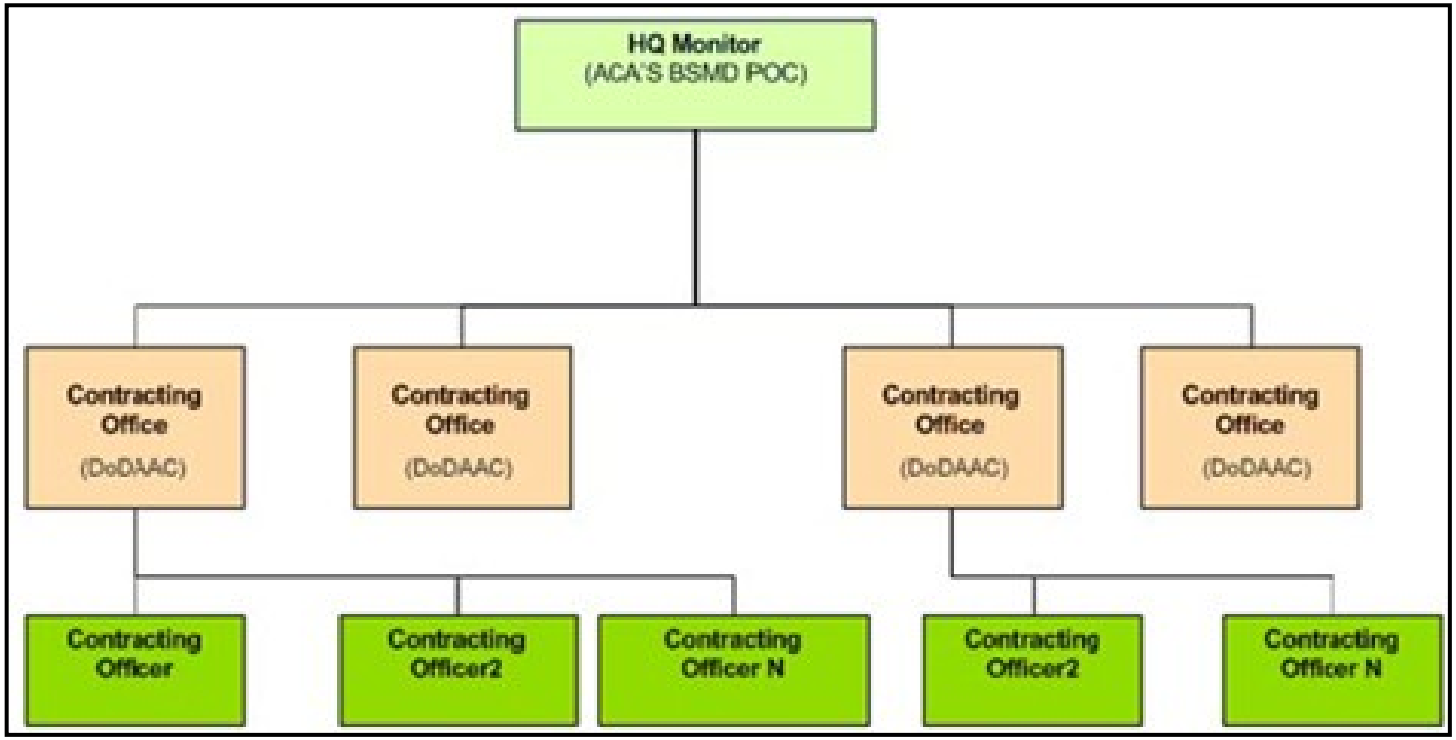
Graphic 2.1.2.1: DCMA Workgroup

Note: This Workgroup is for information purposes only. It is a DCMA Internal Workgroup.

Topic Three – Army

Army Workgroup

The Army CAFU workgroup consists of two roles and three levels, as illustrated in the following organization chart:

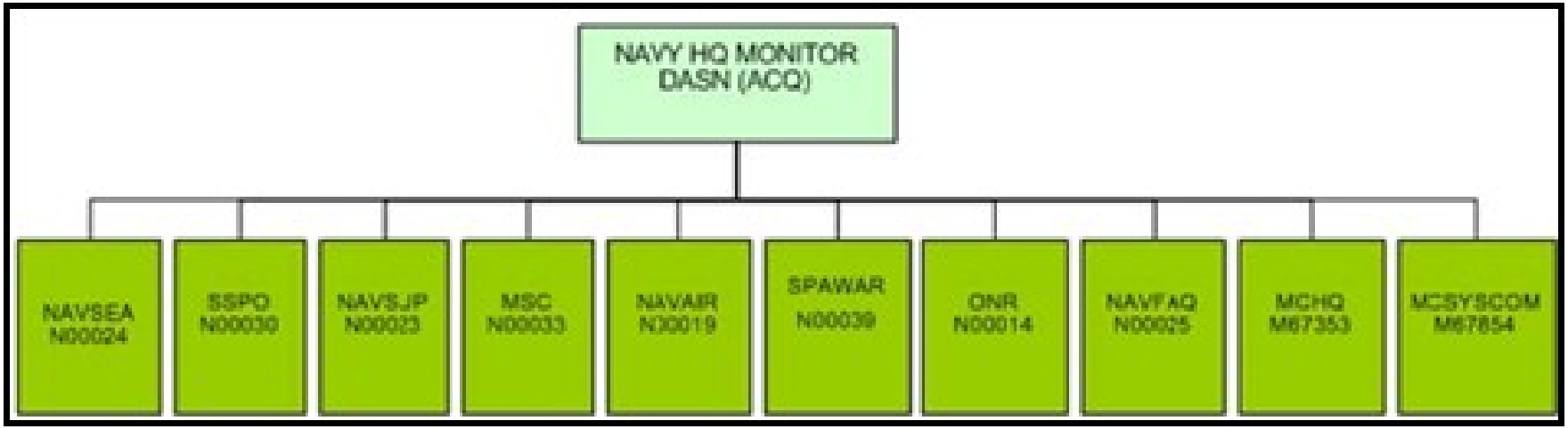


Graphic 2.1.3.1: Army Workgroup

Topic Four – Navy

Navy Workgroup

This page provides information about your CAFU account, your workgroup, and members of your workgroup. The Navy CAFU workgroup consists of two roles and two levels, as illustrated in the following organization chart:

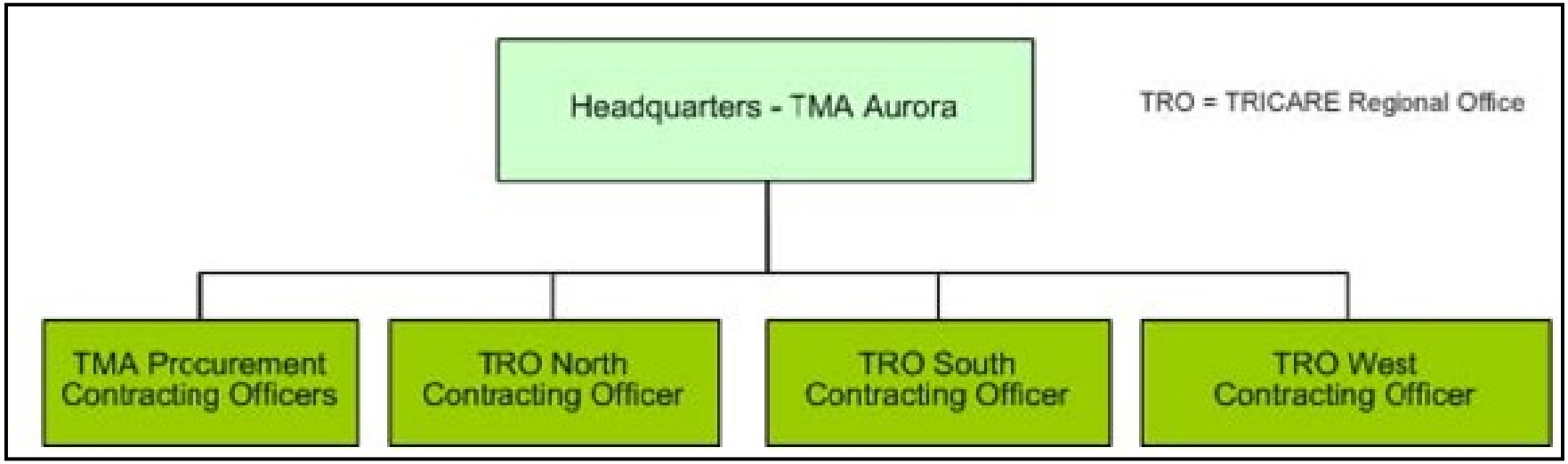


Graphic 2.1.4.1: Navy Workgroup

Topic Five – TRICARE

TRICARE Workgroup

The TRICARE CAFU workgroup consists of two roles and two levels, as illustrated in the following organization chart:

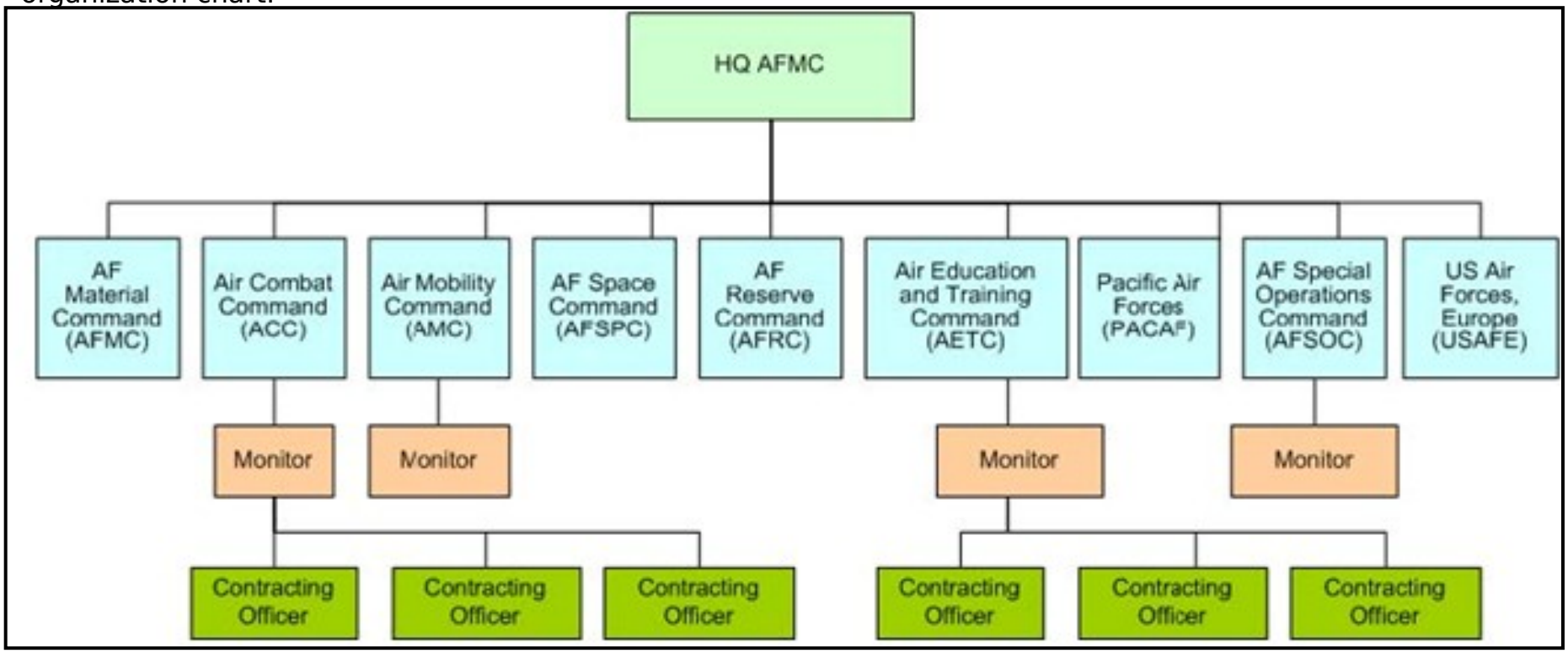

Headquarters - TMA Aurora
TRO = TRICARE Regional Office
TMA Prccurement Contracting Officers
TRO North Contracting Officer
TRO South Contracting Officer
TRO West Contracting Officer

Graphic 2.1.5.1: TRICARE Workgroup

Topic Six – Air Force

Air Force Workgroup

The Air Force CAFU workgroup consists of two roles and four levels, as illustrated in the following organization chart:



Graphic 2.1.6.1: Air Force Workgroup

Module Two – Lesson One – Review

Lesson One Covered the Following Topics:

Topic One	About My Workgroup
Topic Two	DCMA
Topic Three	Army
Topic Four	Navy
Topic Five	TRICARE
Topic Six	Air Force

Course Topics

Module Two – Review

Module Two Covered the Following Lesson:

Lesson One My Workgroup Overview

Course Topics

Module Three

Audits

Module Three – Audits

Module Three Lessons

Topic One	Audits
Topic Two	Viewing Audit Details and Actions
Topic Three	Printing the Audit

Course Topics

Lesson One

Audits

Lesson One – Topics

Lesson One Topics

Topic One Workgroup Audits Screen

Course Topics

Topic One – Workgroup Audits Screen

Workgroup Audits Screen

Accessible from the home page through the Audits link, this screen provides a list of all audits that are in your workgroup.

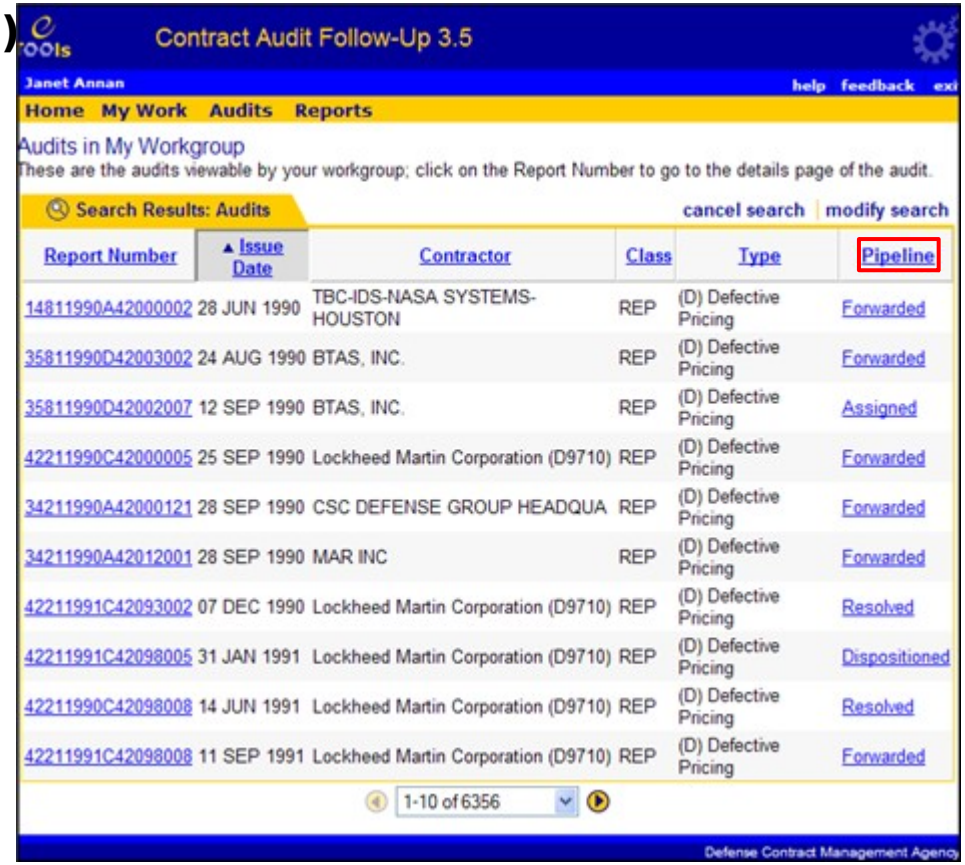
For Non-DCMA agencies, the workgroup consists of users within the agency (By default, DCMA District and HQ Monitors do not see any audits in the Audits screen).

Topic One – Workgroup Audits Screen

Workgroup Audits Screen (continued)

You can filter this list to locate specific audits by using the search link.

Workgroup Audits Screen (Graphic 3.1.1.1)	
1.	*Click* the **Report Number.** • The View Workgroup Audit Follow-Up screen opens with audit details
2.	*Click* the **Pipeline Column.** • This shows the CFU Work Flow Diagram (The Work Flow Diagram is discussed in Module Four Lesson One) • The CAFU Work Flow Diagram will display the description of the pipeline that the audit has completed


Contract Audit Follow-Up 3.5
Janet Annan
help feedback
Home My Work Audits Reports
Audits in My Workgroup
These are the audits viewable by your workgroup; click on the Report Number to go to the details page of the audit.
Search Results: Audits
cancel search modify search
Report Number | Issue Date | Contractor | Class | Type | Pipeline
14811990A42000002 28 JUN 1990 TBC-IDS-NASA SYSTEMS-HOUSTON REP (D) Defective Pricing Forwarded
35811990D42003002 24 AUG 1990 BTAS, INC. REP (D) Defective Pricing Forwarded
35811990D42002007 12 SEP 1990 BTAS, INC. REP (D) Defective Pricing Assigned
42211990C42000005 25 SEP 1990 Lockheed Martin Corporation (D9710) REP (D) Defective Pricing Forwarded
34211990A42000121 28 SEP 1990 CSC DEFENSE GROUP HEADQUA REP (D) Defective Pricing Forwarded
34211990A42012001 28 SEP 1990 MAR INC REP (D) Defective Pricing Forwarded
42211991C42093002 07 DEC 1990 Lockheed Martin Corporation (D9710) REP (D) Defective Pricing Resolved
42211991C42098005 31 JAN 1991 Lockheed Martin Corporation (D9710) REP (D) Defective Pricing Dispositioned
42211990C42098008 14 JUN 1991 Lockheed Martin Corporation (D9710) REP (D) Defective Pricing Resolved
42211991C42098008 11 SEP 1991 Lockheed Martin Corporation (D9710) REP (D) Defective Pricing Forwarded
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Graphic 3.1.1.1: Workgroup Audits Screen

Note: Audits in your workgroup cannot be edited. To edit an Audit it must be assigned to you and appear under your My Work screen.

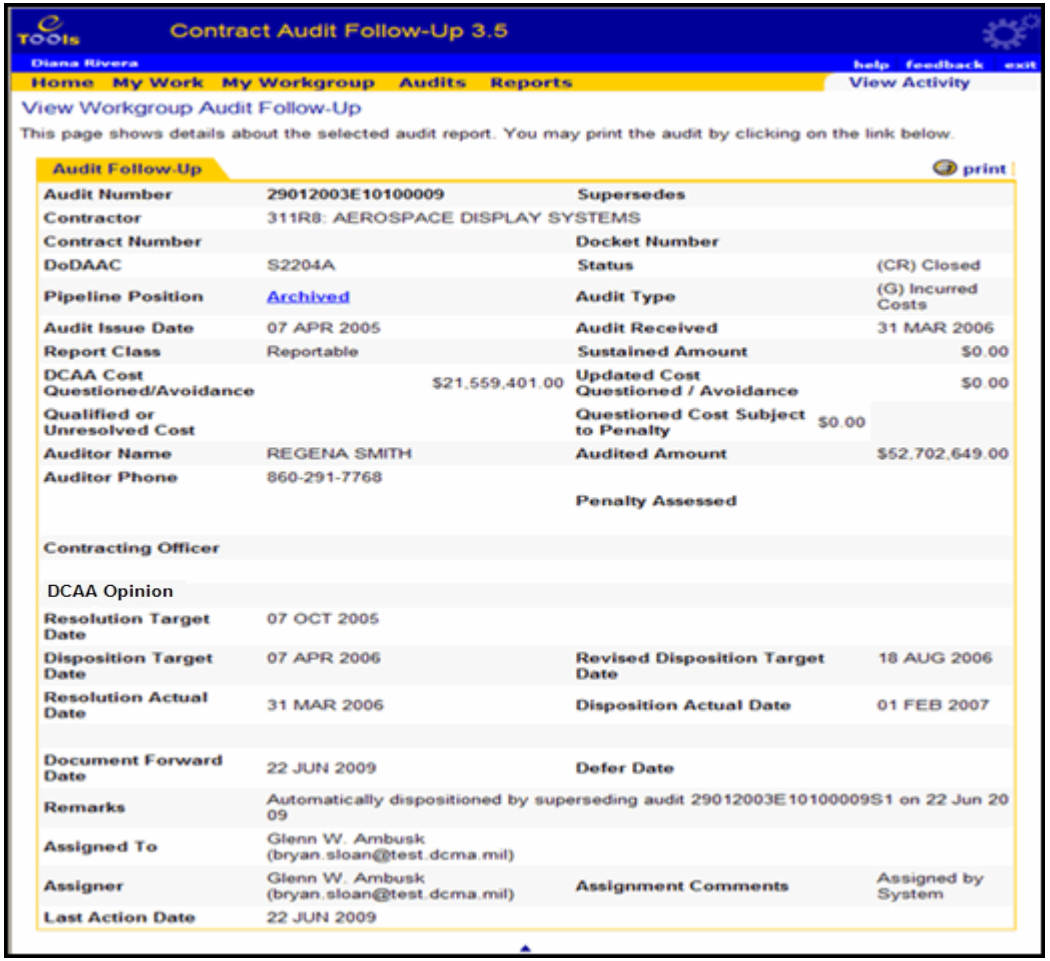
Course Topics

Topic One – Workgroup Audits Screen

Workgroup Audits Screen (continued)

The View Workgroup Audit Follow-Up screen opens with audit details after user click the report number.

NOTE: The audits listed in the workgroup audits screen not only includes audits that are assigned to individuals in the user's workgroup, but also includes audits that are assigned to the current user.


Contract Audit Follow-Up 3.5
Diana Rivera
help feedback exit
Home My Work My Workgroup Audits Reports
View Activity
View Workgroup Audit Follow-Up
This page shows details about the selected audit report. You may print the audit by clicking on the link below.
Audit Follow-Up
print
Audit Number 29012003E10100009
Supersedes
Contractor 311R8: AEROSPACE DISPLAY SYSTEMS
Contract Number
Docket Number
DoDAAC S2204A
Status (CR) Closed
Pipeline Position Archived
Audit Type (G) Incurred Costs
Audit Issue Date 07 APR 2005
Audit Received 31 MAR 2006
Report Class Reportable
Sustained Amount $0.00
DCAA Cost Questioned/Avoidance $21,559,401.00
Updated Cost Questioned / Avoidance $0.00
Qualified or Unresolved Cost
Questioned Cost Subject to Penalty $0.00
Auditor Name REGENA SMITH
Audited Amount $52,702,649.00
Auditor Phone 860-291-7768
Penalty Assessed
Contracting Officer
DCAA Opinion
Resolution Target Date 07 OCT 2005
Disposition Target Date 07 APR 2006
Revised Disposition Target Date 18 AUG 2006
Resolution Actual Date 31 MAR 2006
Disposition Actual Date 01 FEB 2007
Document Forward Date 22 JUN 2009
Defer Date
Remarks Automatically dispositioned by superseding audit 29012003E10100009S1 on 22 Jun 2009
Assigned To Glenn W. Ambusk (bryan.sloan@test.dcma.mil)
Assigner Glenn W. Ambusk (bryan.sloan@test.dcma.mil)
Assignment Comments Assigned by System
Last Action Date 22 JUN 2009

Graphic 3.1.1.2: Workgroup Audits Follow-Up Screen

Module Three – Lesson One - Review

Lesson One Covered the Following Topics:

Topic One Workgroup Audits Screen

Course Topics

Lesson Two

Viewing Audit Details and Actions

Lesson Two – Topics

Lesson Two Topics

Topic One	Viewing Audit Details and Actions Overview
Topic Two	From Audits
Topic Three	From My Work

Course Topics

Topic One – Viewing Audit Details and Actions Overview

Viewing Audit Details and Actions Overview

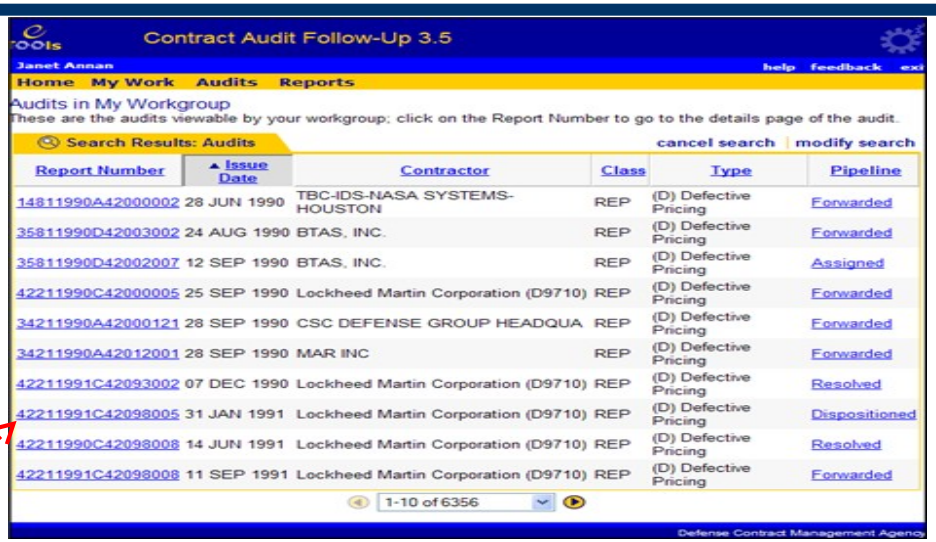
- The View Audit Follow-Up screen provides details about the audit. It also provides links to common actions that can be taken on an audit outside of the pipeline
- The View Audit Follow-Up screen displays all of the information about an audit report for read only purposes; none of the fields are editable
- There are two versions of the View Audit Follow-Up screen; one available from the Audits screen and the other from My Work screen

Topic Two – From Audits

From Audits Screen

The Audits screen lists audits from the entire workgroup and may include audits that are not assigned to you.

Note: This aspect of View Audit Follow-Up will not give you links for update milestones, update remarks or edit.


Contract Audit Follow-Up 3.5
Janet Annan
help feedback exit
Home My Work Audits Reports
Audits in My Workgroup
These are the audits viewable by your workgroup; click on the Report Number to go to the details page of the audit.
Search Results: Audits
cancel search | modify search
Report Number | Issue Date | Contractor | Class | Type | Pipeline
14811990A42000002 28 JUN 1990 TBC-IDS-NASA SYSTEMS-HOUSTON REP (D) Defective Pricing Forwarded
35811990D42003002 24 AUG 1990 BTAS, INC. REP (D) Defective Pricing Forwarded
35811990D42002007 12 SEP 1990 BTAS, INC. REP (D) Defective Pricing Assigned
42211990C42000005 25 SEP 1990 Lockheed Martin Corporation (D9710) REP (D) Defective Pricing Forwarded
34211990A42000121 28 SEP 1990 CSC DEFENSE GROUP HEADQUA REP (D) Defective Pricing Forwarded
34211990A42012001 28 SEP 1990 MAR INC REP (D) Defective Pricing Forwarded
42211991C42093002 07 DEC 1990 Lockheed Martin Corporation (D9710) REP (D) Defective Pricing Resolved
42211991C42098005 31 JAN 1991 Lockheed Martin Corporation (D9710) REP (D) Defective Pricing Dispositioned
42211990C42098008 14 JUN 1991 Lockheed Martin Corporation (D9710) REP (D) Defective Pricing Resolved
42211991C42098008 11 SEP 1991 Lockheed Martin Corporation (D9710) REP (D) Defective Pricing Forwarded
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Graphic 3.2.2.1: Search Results Audits in My

Audit Follow-Up (Graphics 3.2.2.1 – 3.2.2.2)	
1.	*Click* on a **Report Number** from the Audits in My Workgroup window . • This will open up the View Workgroup Audit Follow- Up screen.

Contract Audit Follow-Up 3.5
Janet Annan
help feedback exit
Home My Work Audits Reports
View Activity
View Workgroup Audit Follow-Up
This page shows details about the selected audit report. You may print the audit by clicking on the link below.
Audit Follow Up
print | take over
Audit Number 31512008E12030104 Supersedes
Contractor GN745 A P SOLUTIONS, INC.
Contract Number Docket Number
DoDAAC S0602A Status (OC) Less than six months
Pipeline Position Assigned Audit Type (B) Accounting/Internal Systems
Audit Issue Date 18 MAY 2009 Audit Received 04 JUN 2009
Report Class Reportable Sustained Amount
DCAA Cost Questioned/Avoidance $0.00 Updated Cost Questioned / Avoidance $0.00
Qualified or Unresolved Cost Questioned Cost Subject to Penalty $0.00
Auditor Name JOHNSON JOANN M Audited Amount $0.00
Auditor Phone 303-969-6000

Graphic 3.2.2.2: Audit Follow-Up Screen

Course Topics

Topic Three – From My Work

From My Work

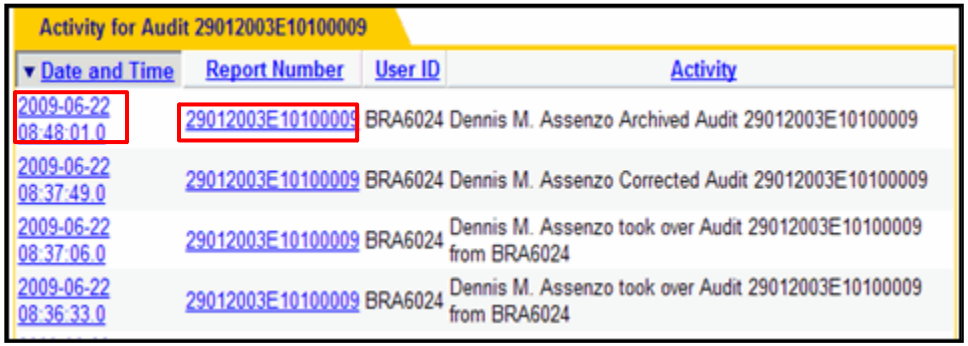
The My Work version of the View Audit Follow-Up screen provides links for print, correct, update milestones, update remarks, update target date and edit.

Note: The **delete** action is only available to DCMA & Service HQ Monitors; **correct** is available to MC/Service HQ and DCMA District Monitors.

My Work Tab (Graphics 3.2.3.1 – 3.2.3.2)	
1.	*Click* on **View Activity** link to view activity for a specific audit. • This will open up the **View Activity** screen with the Activity for Audit tab • This page lists activity related to users and audit reports
2.	*Click* on the **Date** and **Time** link to view a brief snapshot of the audit report from the time of action.
3.	*Click* on the **Report Number** to view the current state of the audit (if available).

Contract Audit Follow-Up 3.5
Home My Work My Workgroup Audits Reports View Activity Transfer
View My Audit Follow-Up
This page shows details about the selected audit report. You may print the audit by clicking on the link below.
Audit Follow-Up
print correct update milestones update remarks update target date
edit
Audit Number 27012007B21000008 Supersedes
Contractor 99207: FUTURE DESIGN & ENGINEERING CORP.
Contract Number Docket Number
DoDAAC S0708A Status (OF) Over eighteen months
Pipeline Position Planned Audit Type (O) Other
Audit Issue Date 02 JUN 2007 Audit Received 06 JUL 2007
Report Class Non-Reportable Sustained Amount
DCAA Cost Questioned/Avoidance $19,000.00 Updated Cost Questioned / Avoidance $19,000.00
Qualified or Unresolved Cost Questioned Cost Subject to Penalty $0.00
Auditor Name DONOVAN VINCENT P Audited Amount $792,000.00

Graphic 3.2.3.1: My Work View My Audit Follow-Up Screen



Graphic 3.2.3.2: Activity for Audit Tab

Module Three – Lesson Two - Review

Lesson Two Covered the Following Topics:

Topic One	Viewing Audit Details and Actions Overview
Topic Two	From Audits
Topic Three	From My Work

Course Topics

Lesson Three

Printing the Audit

Lesson Three – Topic

Lesson Three Topic

Topic One Printing the Audit

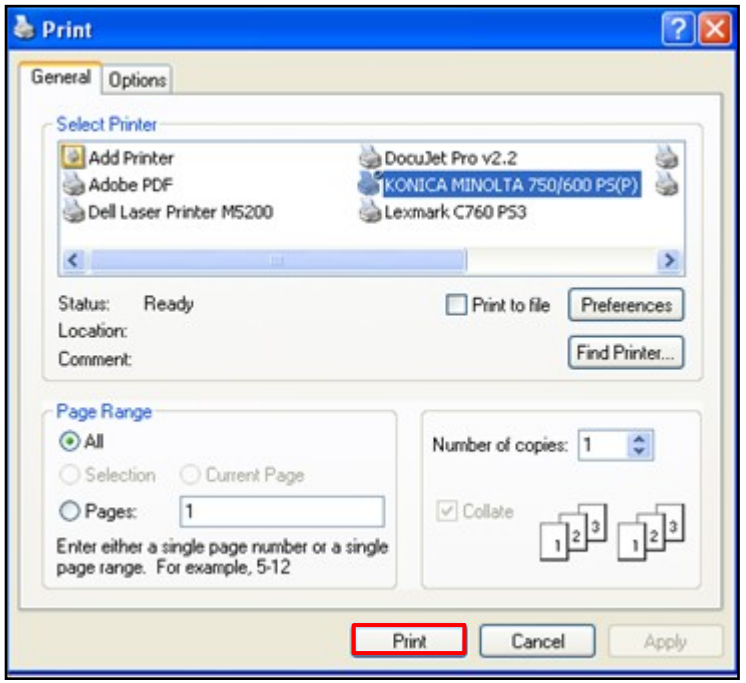
Course Topics

Topic One – Printing the Audit

Printing the Audit

Printing the Audit (Graphics 3.3.1.1 – 3.3.1.2)	
1.	*Click* on the **print** link from the Audit Follow-Up tab. •The print dialog box for your default printer will be displayed
2.	*Click* on the **Print** button.
2.	To print pages other than View Audit Follow-Up, *click* on the **print** button from your browser (such as Internet Explorer or Netscape) toolbar or from the File menu.

Graphic 3.3.1.1: Print the Audit



Graphic 3.3.1.2: Print Dialog box

Course Topics

Module Three – Lesson Three - Review

Lesson Three Covered the Following Topic:

Topic One Printing the Audit

Course Topics

Module Three – Review

Module Three Covered the Following Lessons:

Lesson One	Audits
Lesson Two	Viewing Audit Details and Actions
Lesson Three	Printing the Audit

Module Four

Working with Audit Records

Module Four – Working with Audit Records

Module Four Lessons

Lesson One	CAFU Pipeline
Lesson Two	Working with Audit Records Overview
Lesson Three	Searching for Audits
Lesson Four	Add New Audits by Monitor

Course Topics

Lesson One

CAFU Pipeline

Lesson One – Topic

Lesson One Topic

Topic One Work Flow Diagram

Course Topics

Topic One – Work Flow Diagram

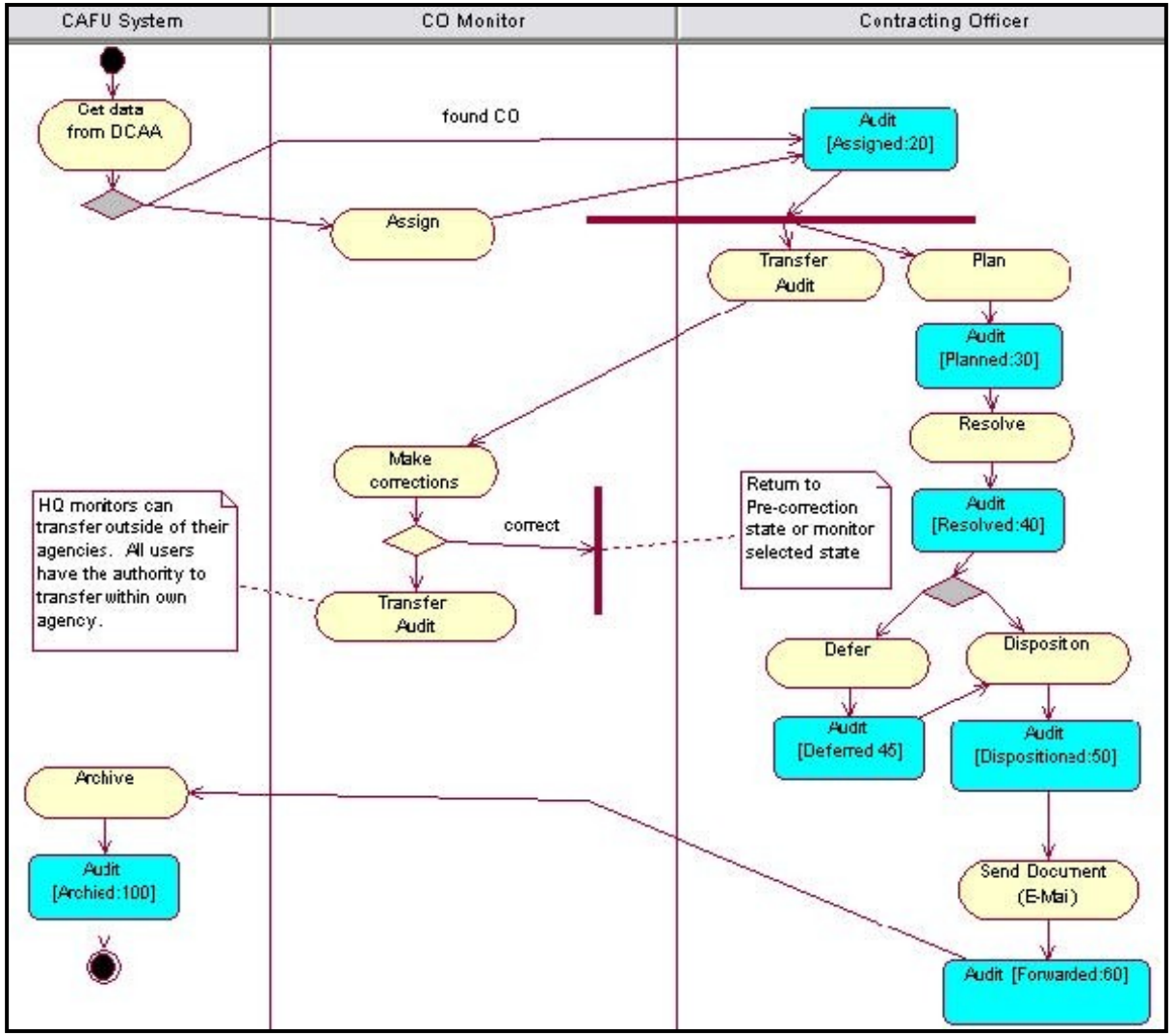
Work Flow Diagram

The CAFU Pipeline is defined as the work flow that an audit goes through in the
Contract Audit Follow-Up process. Each activity in the work flow is referred to
as a position in the pipeline. The application enforces business rules such as
who can do what to an audit for each position.

Topic One – Work Flow Diagram

Work Flow Diagram

This diagram illustrates the CAFU Work Flow.



Graphic 4.1.1.1: CAFU Work Flow Diagram

Course Topics

Topic One – Work Flow Diagram

Work Flow Table

This following table provides a brief description of each activity:

Activity	Performed By	Description
Plan	CO	CO inputs the planned resolution and disposition dates
Resolve	CO	CO inputs the resolution actual date
Disposition or Defer	CO	CO inputs the disposition actual date. In the case of Litigation or Criminal Investigation, CO inputs defer date and reason to defer
Disposition after Defer	CO	CO inputs the disposition actual date after a deferral
Forward	CO	CO sends the memo to DCAA external to CAFU and inputs the date it was forwarded. The audit will no longer be available for editing in his/her work. The audit appears in his/her workgroup audits list as viewable only. Once a forward date is entered, the CO has an option to have the CAFU application to generate an E-Mail for them
Archive/Forwarded	CAFU System	CAFU System archives the audit after it has been dispositioned for 2 years

Table 4.1.1.2: Work Flow Table

Topic One – Work Flow Diagram

Work Flow Exceptions

This following table provides activities to handle exceptions :

Activity	Performed By	Description
Correction	Monitor	Monitor corrects the audit based on a user's transfer or Monitor's Take Over of an Audit. Monitors may actively correct an audit without a transfer being completed
Add Audit Monitor	Monitor	Add an audit to the CAFU System to handle cases of missing DCAA records for Audit Reports received but not sent electronically
Delete Audit HQ Monitor	HQ Monitor	Delete an audit that does not belong in CAFU or was incorrectly added
Transfer CO, Monitor	CO, Monitor	CAFU user assigns an audit that is assigned to Audit himself/herself and assigns it to another CAFU user within own agency. Only HQ Monitors can transfer audits outside of his/her agency. When transferring an audit outside the user's agency, the audit will inherit the assignees DoDAAC

Table 4.1.1 3: Work Flow Exceptions

Topic One – Work Flow Diagram

Work Flow Exceptions

This following table provides activities to handle exceptions :

Activity	Performed By	Description
Take Over Monitor	Monitor	Monitor may view audits assigned to a CAFU user Audit his/her agency and actively assign any number of those audits to himself/herself. This type of assignment is referred to as a Take Over.
View	Monitor, CO	Once an audit is forwarded, CAFU users can still see the audit in his/her workgroup audits list. No edits are allowed at this stage and an attempt to edit the record will result in an error message indicating that the record is for viewing only. Note: In CAFU 3.5, Monitors inherit CO privileges.

Table 4.1.1.4: Work Flow Exceptions

Course Topics

Topic One – Work Flow Diagram

Work Flow Diagram

Pipeline Meter

The Pipeline Meter is a handy visual tool available on edit screens that show which pipeline position the audit is currently in, which activities have been completed and what remains to be done on the audit to complete the work flow. Graphic 4.1.1.5 shows the audit in the forward position.

Graphic 4.1.1.5: Pipeline Meter

Course Topics

Module Four – Lesson One - Review

Lesson One Covered the Following Topic:

Topic One Work Flow Diagram

Course Topics

Lesson Two

Working with Audit Records Overview

Lesson Two – Topics

Lesson Two Topics

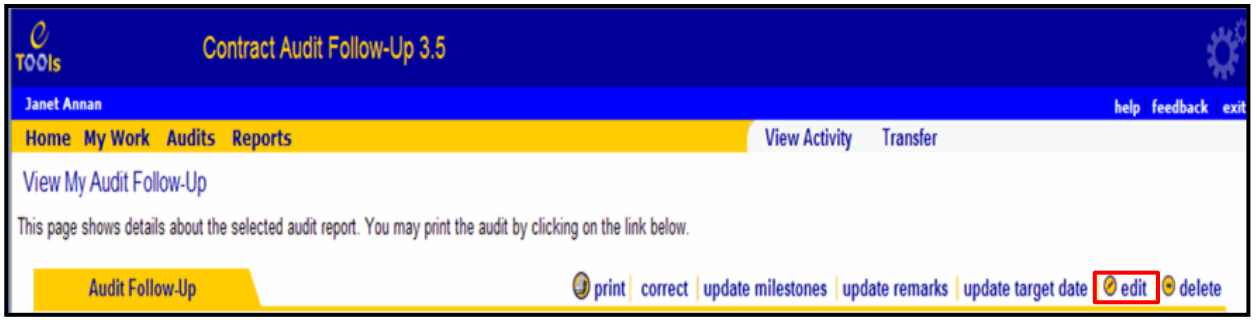
Topic One	Common Actions
Topic Two	Validation Error

Topic One – Common Actions

Common Actions

This section provides a detailed explanation of all the actions that can be performed on an audit for each pipeline position. Follow the directions below to edit an audit.

Edit (Graphic 4.2.1.1)	
1.	From the View My Audit Follow-Up screen, *Click* on the **edit** icon.


TOOls
Contract Audit Follow-Up 3.5
Janet Annan
help feedback exit
Home My Work Audits Reports
View Activity Transfer
View My Audit Follow-Up
This page shows details about the selected audit report. You may print the audit by clicking on the link below.
Audit Follow-Up
print correct update milestones update remarks update target date edit delete

Graphic 4.2.1.1: Common Actions Edit

Topic One – Common Actions

Common Actions

Following are the common actions that can be performed in most pipeline positions:

Common Actions	Description
Auditor Name	Allows the user to change the auditor's name
Auditor Phone Number	Allows the user to change the auditor's phone number
Input Remarks	This is an open entry text field that allows the user to add notes, and remarks that are important to the audit report. The remarks text field is limited to 2500 characters
Revise Target Date	Allows the user to change the Disposition Target Date
Reset	This action returns all fields to their value when the screen was accessed. This action does not leave the edit screen
Cancel	This action cancels any change made to the form and leaves the edit audit screen
Refresh	This action updates the information with the latest information that has been modified

Table 4.2.1.2: Common Actions

Topic One – Common Actions

Common Actions

All other changes or modifications that a CO or Monitor can make on an audit

depend on the position of the audit in the pipeline. (For more information on

the pipeline see the CAFU Pipeline Module Four Lesson One)

Graphic 4.2.1.3: Required Fields Example

Note: An asterisk (*) next to an input field denotes that an input is required before an audit report can be submitted to the next stage in the pipeline.

Topic Two – Validation Error

Validation Error

A validation error will occur when a user inputs data that does not pass all the required business rules. The Error message will pop-up (when applicable) and appear at the top of the page. You must correct the problem and pass all business rules to be able to complete the action.

Microsoft Internet Explorer
There are problems with your entry, please correct to proceed:
- Audit Business Rule: Disposition Target Date can not be prior to Audit Issue Date (27 Jun 2003).
OK
Problems with your entry
- Audit Business Rule: Disposition Target Date can not be prior to Audit Issue Date (27 Jun 2003).

Graphic 4.2.2.1:Validation Error

Course Topics

Module Four – Lesson Two - Review

Lesson Two Covered the Following Topics:

Topic One	Common Actions
Topic Two	Validation Error

Course Topics

Lesson Three

Searching for Audits

Lesson Three – Topics

Lesson Three Topics

Topic One	Searching for Audits Overview
Topic Two	Using the Search Screen
Topic Three	Search Results

Course Topics

Topic One – Searching for Audits Overview

Searching for Audits Overview

CAFU has a convenient way of locating audits that you may be interested in. A search can be performed based on one or more criteria. The Search feature can be accessed from the My Work screen or the Audits screen.

From My Work Screen:

Graphic 4.3.1.1: Search Criteria window

From Audits screen:

Graphic 4.3.1.2: Search Criteria window

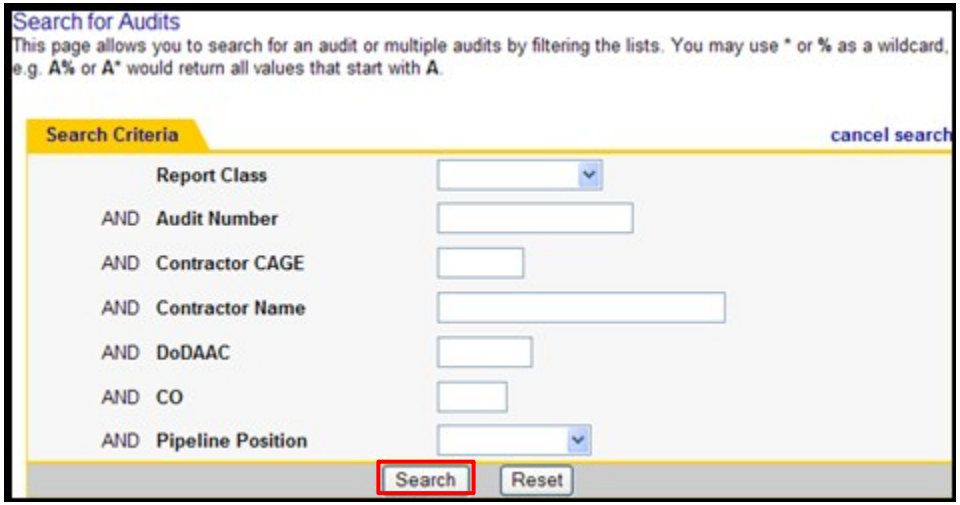
Note: Add audit is only available to CMO, MC and District Monitors.

Topic Two – Using the Search Screen

Using the Search Screen

The search screen allows you to filter the audits in My Work or Workgroup Audits based on one or more criteria.

Search Screen (Graphic 4.3.2.1)	
1.	*Enter* your **search criteria.** • You may search for an audit by using as much or as little information as needed • Your search will be narrowed the more information you entered • You may use the wildcard feature when performing a search *.*
2.	*Click* the **Search** button.
3.	*Click* the **cancel search** link to clear the search and show everything available in the listing.


Search for Audits
This page allows you to search for an audit or multiple audits by filtering the lists. You may use * or % as a wildcard.
e.g. A% or A* would return all values that start with A.
Search Criteria
cancel search
Report Class
AND Audit Number
AND Contractor CAGE
AND Contractor Name
AND DoDAAC
AND CO
AND Pipeline Position
Search
Reset

Graphic 4.3.2.1: Search Criteria window

Note: Monitors have more criteria, such as DoDAAC and CO, for finding audits. These options help find audits assigned to specific COs.

Course Topics

Topic Three – Search Results

Search Results

When a search is in effect, the My Work or Audits table shows a magnifying glass icon to inform the user that only some of the audits (based on the criteria) are being displayed.

Graphic 4.3.3.1: Search Results Screen

Search Results (Graphics 4.3.3.1 – 4.3.3.2)	
1.	*Click* **cancel search** to turn off the search and show all audits in the table.
2.	*Click* the **modify search** link to change the search parameters.

Graphic 4.3.3.2: My Work Screen

Course Topics

Lesson Three – Review

Lesson Three Covered the Following Topics:

Topic One	Searching for Audits Overview
Topic Two	Using the Search Screen
Topic Three	Search Results

Course Topics

Lesson Four

Add New Audits by Monitor

Lesson Four – Topics

Lesson Four Topics

Topic One	Add New Audit
Topic Two	Plan
Topic Three	Resolve
Topic Four	Disposition or Defer Layout
Topic Five	Forward / Send Document
Topic Six	Forwarded
Topic Seven	Correction by Monitors
Topic Eight	Take Over an Audit from the View Audit Follow-Up Screen

Course Topics

Lesson Four – Topics

Lesson Four Topics (continued)

Topic Nine	Update Remarks by CO and Monitors
Topic Ten	Update Revised Target Date (CO and Monitors)
Topic Eleven	Deleting Audits
Topic Twelve	Transferring an Audit

Course Topics

Topic One – Add New Audit

Add New Audit

The Monitor is authorized to add new audits to the CAFU system. This feature is provided to handle audit reports that are received by each agency (DCMA, Army, Navy, Air Force, and TRICARE) that do not have a record in the CAFU system.

Topic One – Add New Audit

Add New Audit (continued)

Follow the directions below to add new audits:

Add New Audit (Graphics 4.4.1.1 – 4.4.1.2)	
1.	*Click* on the **My Work** tab.
2.	*Click* on the **Add Audit** link. •The Search Criteria tab opens

Graphic 4.4.1.1: Add New Audit

Graphic 4.4.1.2: Search Criteria Tab

Note: At least three letters of the contractor name must be entered to start a search.

Topic One – Add New Audits

Add New Audit

To ensure data integrity and to minimize errors use the Add Audit Feature:

Steps	Action	Description
Step 1	Search for Contractor	Enter the name of the Contractor for which the new audit is being created. The system will search for existing audits for the Contractor to use as a template. You can enter partial names and wildcards as * or %
Step 2	Select Contractor	• The system will search for audits based on the Contractor Name provided in Step 1. It will then list the different variations of the contractor name that MCs and COs used for that Contractor in the past. You can click on the CAGE code to select the variation to use as a template for the new Audit • If no matching contractors are found, click on search again and enter a different name • If you are unable to find existing audits for the Contractor, you can click on new contractor
Step 3	Enter Audit Details	The third and final step allows you to enter the required details about the audit

Table 4.4.1.3: Add Audit feature three steps table

Topic One – Add New Audit

Add New Audit

Business Rules

If you enter a superseded audit number, the superseded audit must exist in the system.

- The DoDAAC must belong to your workgroup
- Cost Questioned / Avoidance must be entered. You must enter 0 if it doesn't apply
- Audit report number must be valid and unique

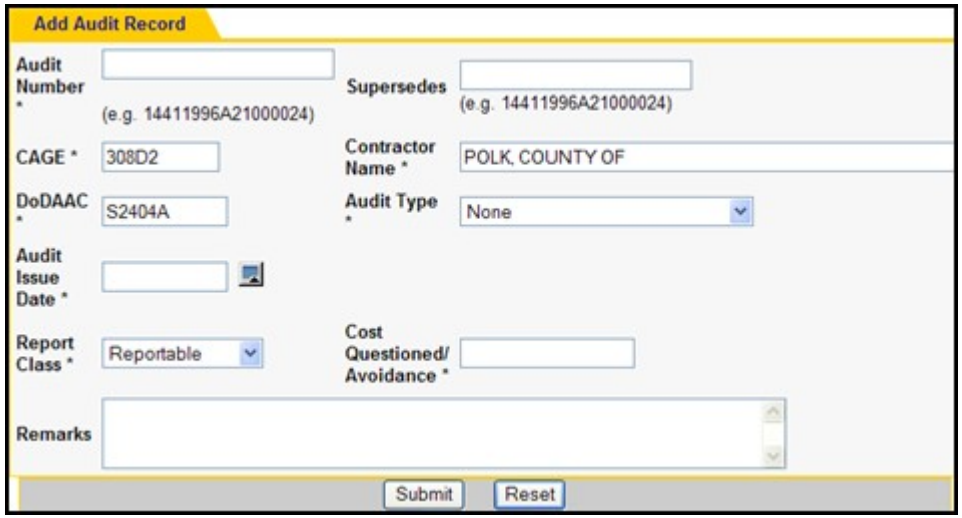
After all the rules are validated, a new record is created and the audit is transferred to Monitor for verification and assignment.

Note: New Contractor - If no contractor was found during Step 2, you can still add a new audit by clicking on new contractor.

Format of Audit Numbers

Position	1 - 8	9 - 14	15 - 17	18 - 19 (optional)
Format	Numeric	1 letter followed by three numbers	Numeric	"S" followed by a number
Purpose	DCAA numbering.	Used to denote type of audit and activity code.	Used as a sequence number.	Used to denote supplement / superseding audits.
Example	14411996	A21000	024	S1

Graphic 4.4.1.4: Format of Audit Numbers



Graphic 4.4.1.5: Format of Audit Numbers

Course Topics

Topic Two – Plan

Plan

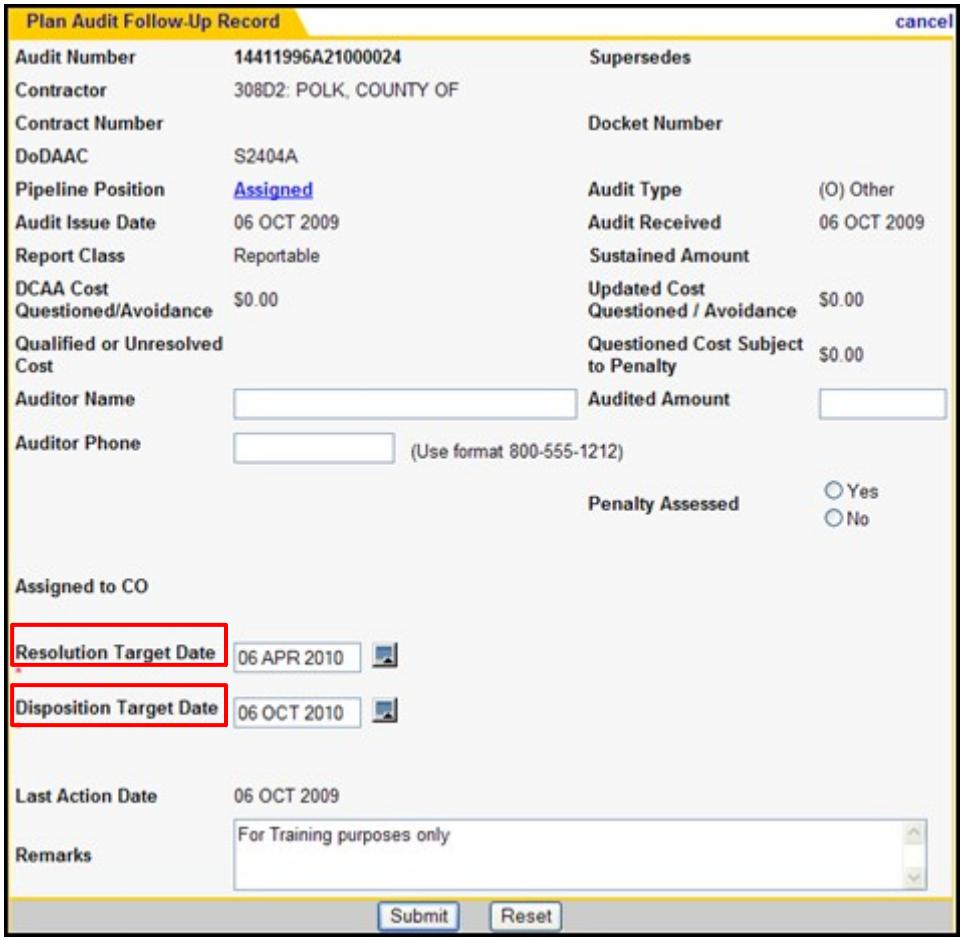
At this stage the audit report has been assigned to the appropriate CO. This page allows the CO to enter the target date for resolution and disposition.

Required Fields

- Resolution Target Date
- Disposition Target Date

Business Rules

- The Resolution Target Date and Disposition Target Date cannot be prior to the Audit Issue Date.
- The Resolution Target Date cannot be later than six months from the Audit Issue Date.
- The Disposition Target Date cannot be later than one year from the Audit Issue Date.
- The Disposition Target Date cannot be prior to the Resolution Target Date.



Graphic 4.4.2.1: Plan Audit Follow-Up Record

Course Topics

Topic Three – Resolve

Resolve

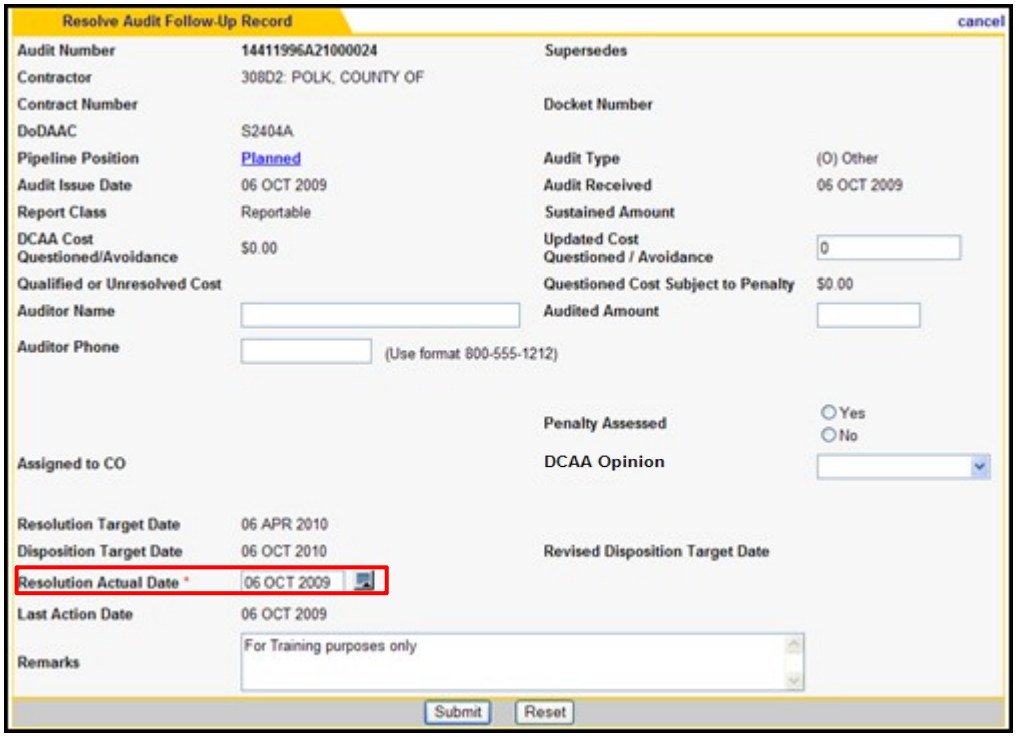
At this stage the audit has been planned, and resolution or pre-negotiation has been achieved. The CO must input the Resolution Actual Date to resolve.

Required Fields

- Resolution Actual Date

Optional Fields

- Updated Cost Questioned / Avoidance
- Revised Disposition Target Date
- DCAA Opinion – Two new opinions are added in the system as part of CAFU 3.5.
  - Qualified, Reportable means Report contains qualification
  - Not Acceptable means the system is not acceptable



Graphic 4.4.3.1: Resolve Audit Follow Up Record

Business Rules

- The Resolution Actual Date cannot be a future date
- The Resolution Actual Date cannot be prior to Audit Issue Date

Course Topics

Topic Four– Disposition or Defer Layout

Disposition or Defer Layout

At this stage the audit has been resolved. To disposition, the CO must enter a Disposition Actual Date. If the Audit is undergoing Litigation or Criminal Investigation, the CO must select a reason to defer and the defer date.

Required Fields

Disposition

- Disposition Actual Date
- Penalty Assessed (if Questioned Cost Subject to Penalty greater than zero)
- Penalty Amount (if Penalty Assessed is YES)
- Penalty Waiver Date (if Penalty Assessed is NO, Optional but not Mandatory)
- Sustained Amount (if Cost Questioned / Avoidance greater than zero)

OR

- Reason to Defer
  - Litigation or Criminal Investigation
  - Defer Date

Optional Fields

- Sustained Amount
- Updated Cost Questioned / Avoidance
- CO

- Revised Disposition Target Date

Business Rules

Disposition

- The Disposition Actual Date cannot be prior to the Audit Issue Date.
- The Disposition Actual Date cannot be prior to the Resolution Actual Date.
- The Disposition Actual Date cannot be a future date.
- The Revised Disposition Date cannot be prior to the Audit Issue Date.
- The Revised Disposition Date cannot be prior to the Resolution Actual Date.
- The Revised Disposition Date cannot be more than 12 months after the Audit Issue Date.

Defer

- Defer Date cannot be prior to Audit Issue Date.
- Defer Date cannot be prior to Resolution Actual Date.
- Defer Date cannot be a future date.

Topic Four– Disposition or Defer Layout

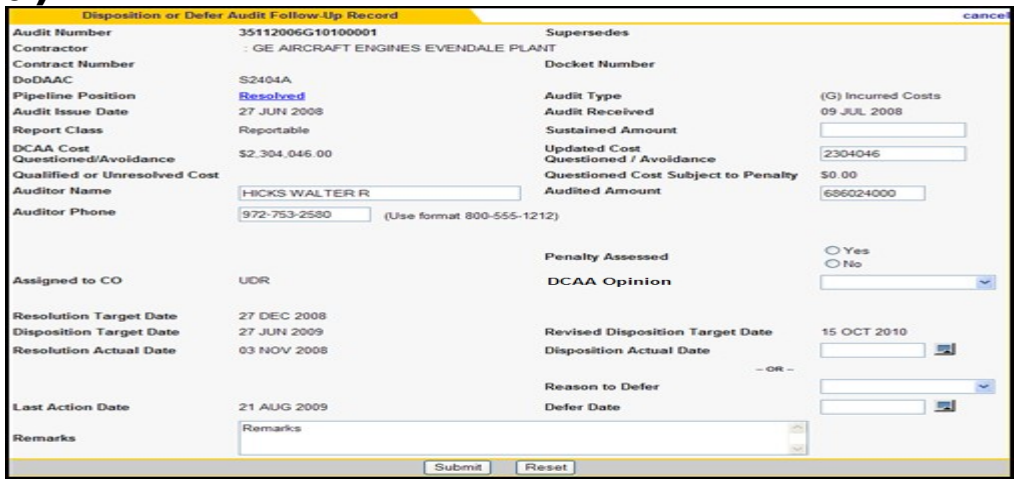
sposition or Defer Layout (continued)

Disposition after Defer
Once an audit report comes out of the deferred stage, it can be dispositioned. To disposition, the CO must enter a Disposition Actual Date.

Required Field
- Disposition Actual Date
- Sustained Amount (if cost questioned / avoidance greater than zero)

Optional Fields
- Revised Disposition Target Date

Business Rules
- The Disposition Actual Date cannot be prior to the Audit Issue Date
- The Disposition Actual Date must be equal to or after the Resolution Actual Date
- The Disposition Actual Date must be equal to or after the Defer Date
- The Disposition Actual Date cannot be a future date



Graphic 4.4.4.1: Disposition or Defer Audit Follow-Up Record

Audit Issue Date 27 JUN 2008
Audit Received 09 JUL 2008
Report Class Reportable
Sustained Amount
DCAA Cost Questioned/Avoidance $2,304,046.00
Updated Cost Questioned / Avoidance 2304046
Qualified or Unresolved Cost
Questioned Cost Subject to Penalty $0.00
Auditor Name HICKS WALTER R
Audited Amount 686024000
Auditor Phone 972-753-2580 (Use format 800-555-1212)
Penalty Assessed Yes No
Assigned to CO UDR
DCAA Opinion
Resolution Target Date 27 DEC 2008
Disposition Target Date 27 JUN 2009
Revised Disposition Target Date 15 OCT 2010
Resolution Actual Date 03 NOV 2008
Disposition Actual Date 06 OCT 2009
-- OR --
Reason to Defer
Last Action Date 21 AUG 2009
Defer Date 06 OCT 2009

Graphic 4.4.4.2: Disposition after Defer

Topic Five – Forward / Send Document

Forward / Send Document

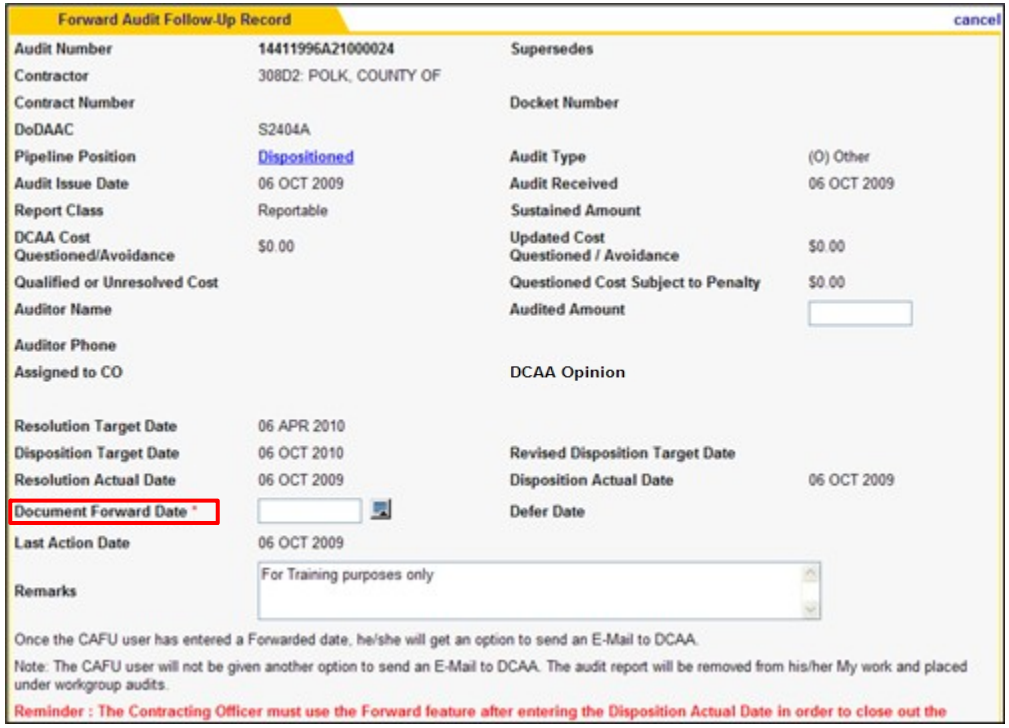
At this stage, the audit has been dispositioned. This screen allows the CO to record a document forward date to document that the memo has been sent to DCAA. This action completes the follow-up of the audit.

Required Field

- Document Forward Date

Business Rules

- The Document Forward Date cannot be prior to the Audit Issue Date
- The Document Forward Date must be equal to or after the Disposition Actual Date
- The Document Forward Date cannot be a future date



Graphic 4.4.5.1: Forward Audit Follow-Up Record

Note: Reminder is for Reportables Only

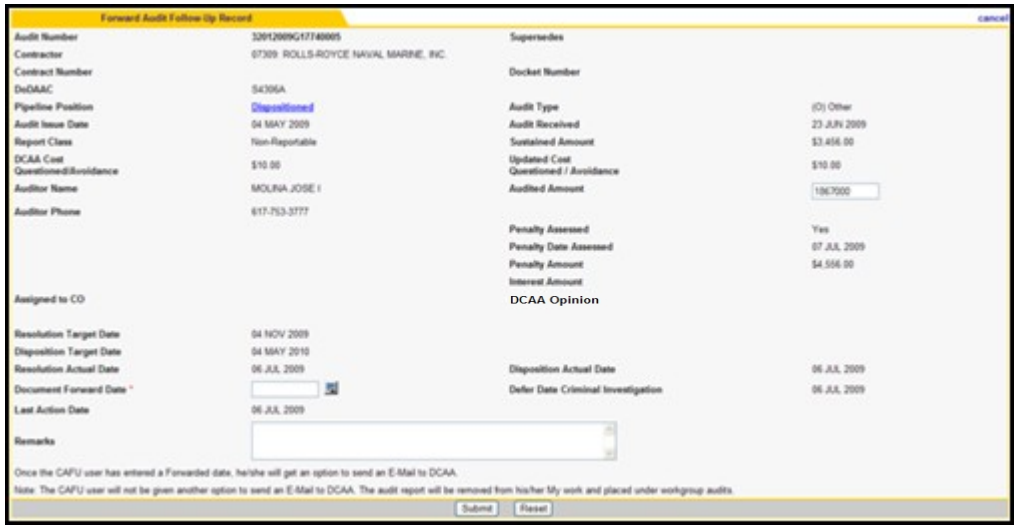
Topic Five – Forward / Send Document

Forward / Send Document

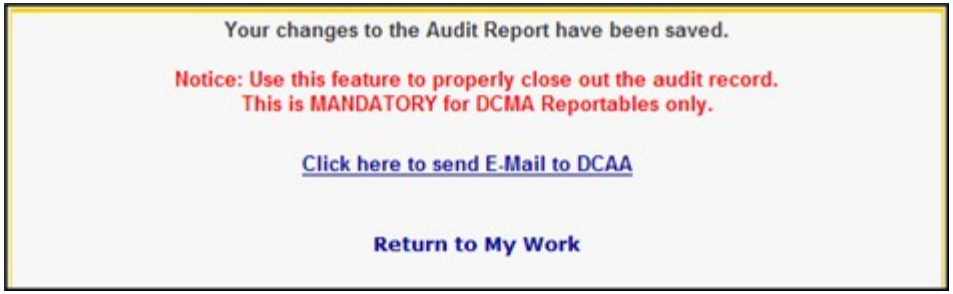
The following screen shows Forward Audit Follow-Up Record screen for Non-Reportables .

Once the CAFU user has entered a Forwarded date, he/she will get an option to send an E-Mail to DCAA.

NOTE: The CAFU user will not be given another option to send an E-Mail to DCAA. The audit report will be removed from his/her My Work and placed under workgroup audits.



Graphic 4.4.5.2: Forward Audit Follow-Up Record /Non-Reportable


Your changes to the Audit Report have been saved.
Notice: Use this feature to properly close out the audit record.
This is MANDATORY for DCMA Reportables only.
Click here to send E-Mail to DCAA
Return to My Work

Graphic 4.4.5.3: Send E-Mail option to DCAA

Course Topics

Topic Six – Forwarded

Forwarded

- At the Forwarded Pipeline Position, the audit follow-up process has been completed. The audit will be available for viewing from the Audits screen for three years after entering the Document Forward Date. The audit will be in the Forwarded Pipeline Position for the first two years and in the Archived Pipeline Position during the third year. An audit will be deleted from CAFU during the month end processing 36 full months after the audit's Document Forward Date

- For an audit with a Document Forward Date of 15 Dec 2002, date ranges examples are provided below which show exactly when it's Pipeline Position would change. In addition to archiving, each automated month end processing includes capturing the end-of-month state of all audits for historical reports and metrics

Pipeline Rule for Archiving	Example Date Range	Position
1.Forwarded	0 - 23 full months after Document Forward Date	15 Dec 2002 to 30 Nov 2004
2.Archived	24 - 35 full months after Document Forward Date	1 Dec 2004 to 30 Nov 2005

Not Available 36 full months after Document Forward Date 1 Dec 2005

Course Topics

Topic Seven – Correction by Monitors

Correction by Monitors

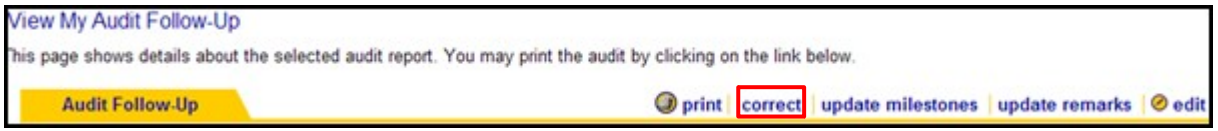
CAFU Monitors can "correct" an Audit Report that is either in their "My Work" or has been taken-over by the Monitor. A CAFU Monitor can use the Correction screen to make changes. The correction screen allows several fields to be modified. This enables a Monitor to perform many actions, including:

- Update Contractor Information, Contract Number, and Docket Number
- Assign audit to a different DoDAAC
- Change the pipeline position of the audit report
- Change report class (reportable / non-reportable)
- Update auditor information (ie: Auditor Name, Auditor Phone)
- Modify Sustained Amount and Updated Cost Questioned / Avoidance Amount
- Modify target and actual dates
- Modify Reason to Defer Date as well as the Defer Date
- Modify remarks section

Topic Seven – Correction by Monitors

Correction by Monitors

This page allows a CAFU Monitor to make corrections on all editable fields in the audit record.

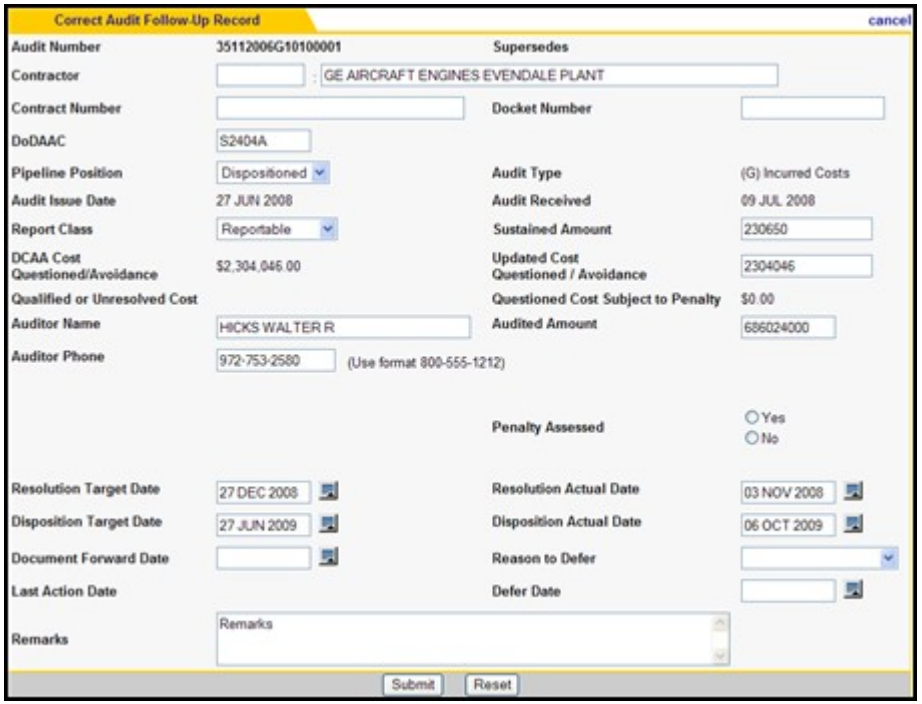

View My Audit Follow-Up
This page shows details about the selected audit report. You may print the audit by clicking on the link below.
Audit Follow-Up
print
correct
update milestones
update remarks
edit

Graphic 4.4.7.1: View My Audit Follow-Up Correct link

Business Rules

- DoDAAC and CO combination must be valid if the Pipeline Position is related to a CO activity
- Business rules related to the selected Pipeline Position will be enforced

Correction by Monitors (Graphics 4.4.7.2 - 4.4.7.3)	
1.	*Click* the **My Work** link.
2.	*Click* on a **report number.** •View My Audit Follow-Up screen opens
3	*Click* the **correct** link. •Correct Audit Follow-Up Record opens



Graphic 4.4.7.2: Correct Audit Follow-Up Record

Course Topics

Topic Eight – Take Over an Audit from the View

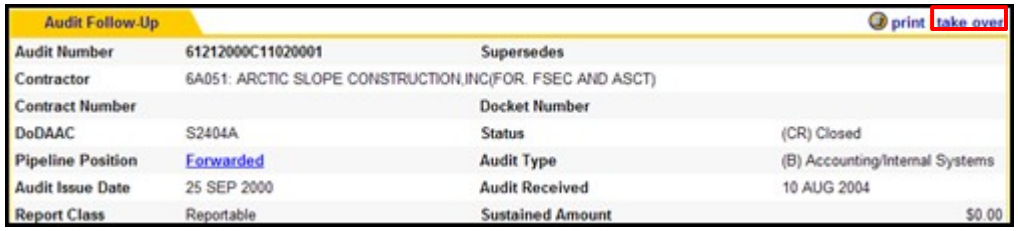
Audit Follow-Up Screen

Take Over by Monitors

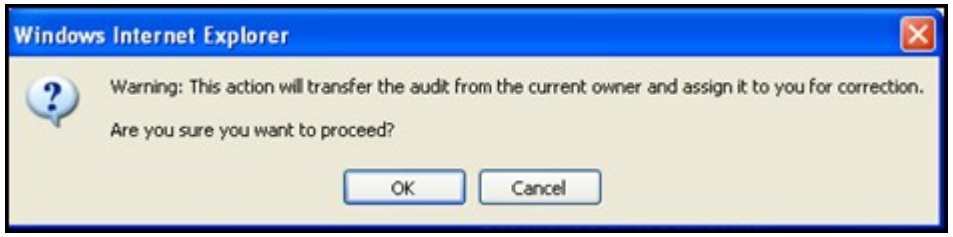
Monitors are authorized to Take Over an audit. This feature allows you to transfer any audit in your workgroup from the current owner or assignee to your My Work. The audit has to take place within an agency.

Windows Explorer will open a warning screen to make sure Monitor wants to transfer and assign the audit.

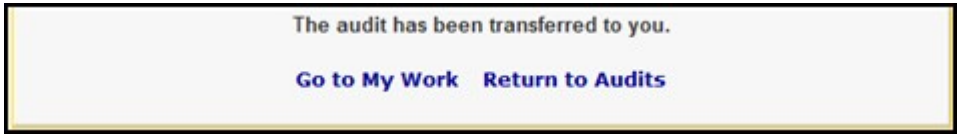
A confirmation shown below is provided, which allows the CAFU user the options to immediately go to the correction screen, view his/her work, or return to his/her workgroup audit list.



Graphic 4.4.8.1: Monitor Take Over


Windows Internet Explorer
Warning: This action will transfer the audit from the current owner and assign it to you for correction.
Are you sure you want to proceed?
OK
Cancel

Graphic 4.4.8.2: Take Over Warning



Graphic 4.4.8.3: Take Over Confirmation

Topic Eight – Take Over an Audit from the View

Audit Follow-Up Screen

Take Over by Monitors continued

Business Rule

When an audit is taken over, the audit will inherit one or both of the following items from the new user. The graphic displayed shows various DoDAAC and CO Code possible scenarios.

Within Own Agency:			
From	**To**	**DoDAAC**	**CO Code**
DCMA Monitor	DCMA Monitors	YES	NO
DCMA COs	DCMA Monitors	YES	*YES
Service Monitors	Service Monitors	YES	NO
Service COs	Service Monitors	YES	NO

Graphic 4.4.8.4: Take Over Roles

Note: CO Code will update to an empty string since Monitors do not have CO Codes.

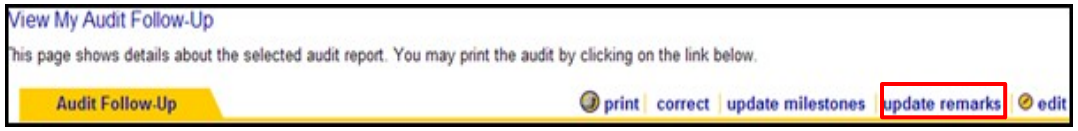
Topic Nine – Update Remarks by CO and Monitors

Updating Remarks by CO and Monitors

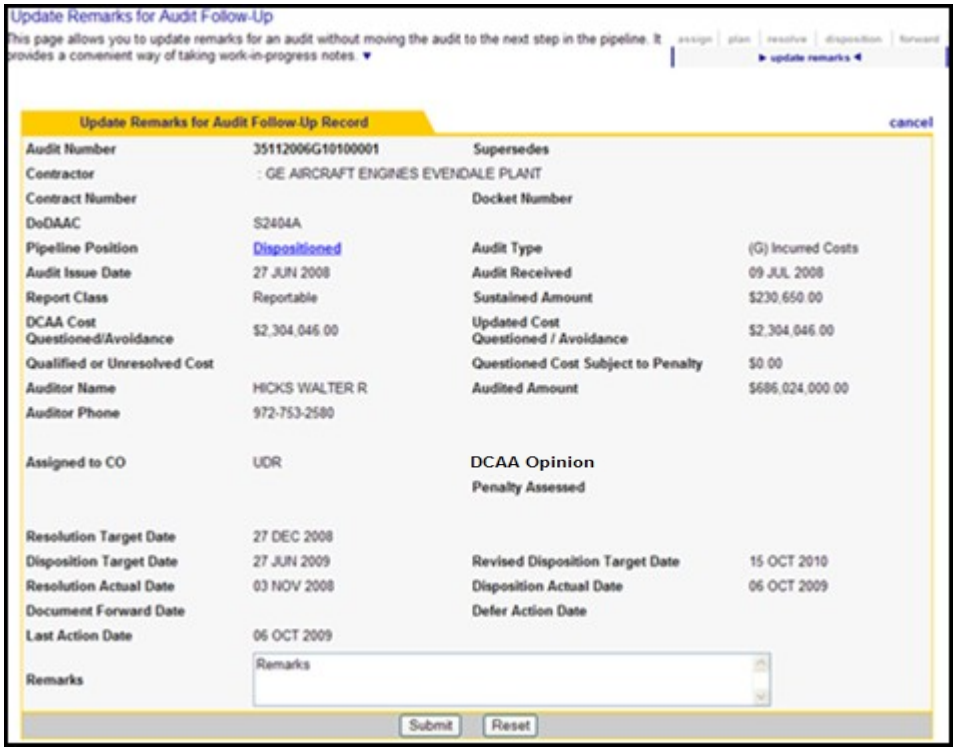
The Update Remarks allows a CO or Monitor to update remarks for an audit record without completing a pipeline activity.

Clicking on Submit will update the remarks without moving the audit to the next stage. For example, if the audit is in the Resolution stage, the new remarks will be saved and the audit will remain in the Resolution stage. A history of remarks can be viewed by clicking view activity and following the instructions for Activity Logging.

Updating Remarks (Graphics 4.4.9.1 – 4.4.9.2)	
1.	*Start* from the **My Work** tab,
2.	*Click* on the **Audit Report Number** to access View Audit Follow-Up screen.
3.	*Click* on **update remarks** link. • Update Remarks for Audit Follow-Up screen opens


View My Audit Follow-Up
This page shows details about the selected audit report. You may print the audit by clicking on the link below.
Audit Follow-Up
print
correct
update milestones
update remarks
edit

Graphic 4.4.9.1: Audit Follow-Up date Remarks link


Update Remarks for Audit Follow-Up
This page allows you to update remarks for an audit without moving the audit to the next step in the pipeline. It provides a convenient way of taking work-in-progress notes.
Update Remarks for Audit Follow-Up Record
cancel
Audit Number 35112006G10100001
Supersedes
Contractor : GE AIRCRAFT ENGINES EVENDALE PLANT
Contract Number
Docket Number
DoDAAC S2404A
Pipeline Position Dispositioned
Audit Type (G) Incurred Costs
Audit Issue Date 27 JUN 2008
Audit Received 09 JUL 2008
Report Class Reportable
Sustained Amount $230,650.00
DCAA Cost Questioned/Avoidance $2,304,046.00
Updated Cost Questioned / Avoidance $2,304,046.00
Qualified or Unresolved Cost
Questioned Cost Subject to Penalty $0.00
Auditor Name HICKS WALTER R
Audited Amount $686,024,000.00
Auditor Phone 972-753-2580
Assigned to CO UDR
DCAA Opinion
Penalty Assessed
Resolution Target Date 27 DEC 2008
Disposition Target Date 27 JUN 2009
Revised Disposition Target Date 15 OCT 2010
Resolution Actual Date 03 NOV 2008
Disposition Actual Date 06 OCT 2009
Document Forward Date
Defer Action Date
Last Action Date 06 OCT 2009
Remarks
Remarks
Submit
Reset

Graphic 4.4.9.2: Update Remarks for Audit Follow-Up Record

Course Topics

Topic Ten – Update Revised Target Date (CO and Monitors)

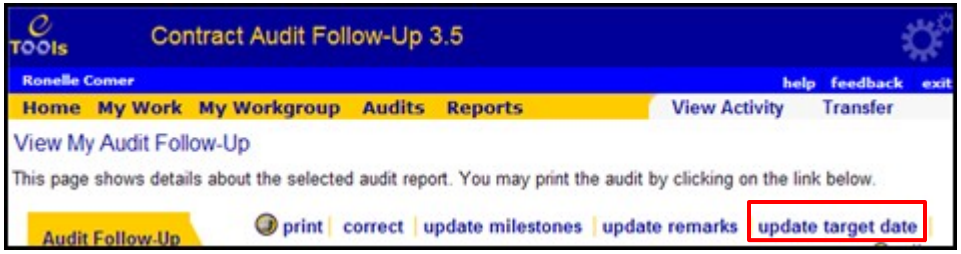
Updating Revised Target Date (CO and Monitors)

The option to Update Target Date allows a CO or MC Monitor to add or update the Disposition Target Date for an audit record without completing a pipeline activity, as well as, update remarks

Clicking on Submit will update the revised disposition target date without moving the audit to the next stage. For example, if the audit is in the Resolution stage, the revised target date will be saved and the audit will remain in the Resolution stage.

The Revised Disposition Target Date will be available. The user will have the option to revise an audit once it has been Planned and before a Resolution Actual Date has been entered.

Updating Target Date (Graphics 4.4.10.1 – 4.4.10.2)	
1.	*Click* on **update target date** link. • Update Target Date & Remarks for Audit Follow-Up screen opens


Contract Audit Follow-Up 3.5
Ronelle Comer
help feedback exit
Home My Work My Workgroup Audits Reports
View Activity Transfer
View My Audit Follow-Up
This page shows details about the selected audit report. You may print the audit by clicking on the link below.
Audit Follow-Up
print correct update milestones update remarks update target date

Graphic 4.4.10.1: Audit Follow-Up Update Target Date ink

Graphic 4.4.10.2: Update Target Date and Remarks for Audit Follow-Up Record

Course Topics

Topic Eleven – Deleting Audits

Deleting Audits

Service HQ Monitors are authorized to delete an audit. The delete audit link is available to these Monitors on the View Audit Follow-Up screen.

Graphic 4.4.11.1: Delete Audit Follow-Up screen

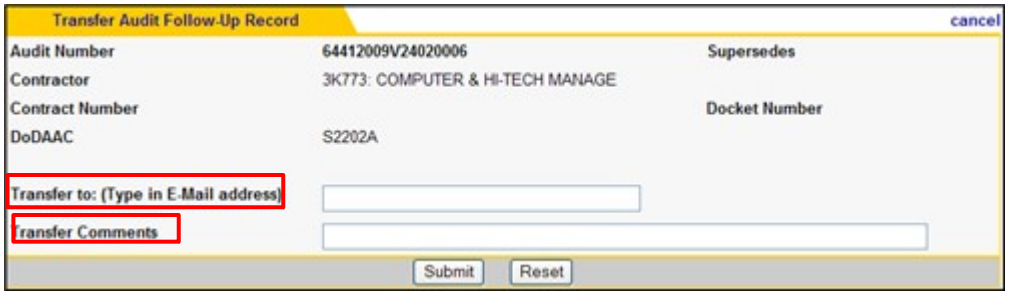
WARNING: Use this feature with caution. Deleted Audits will not be recoverable without Database Administrator intervention.

Topic Twelve – Transferring an Audit

Transferring an Audit

At this state the audit has been assigned to the user. This page allows users to transfer an audit report to any user within their agency.

Note: ONLY HQ Monitors can transfer outside their agencies



Graphic 4.4.12.1: Transfer Audit Follow-Up Record

Required Field

- Transfer to E-Mail address
- Transfer comments

Business Rule

- CAFU users can transfer any audit that is assigned to them to another CO as long as the CO is part of the user's agency

Topic Twelve – Transferring an Audit

Transferring an Audit (continued)

Business Rule

When transferring an audit within or outside an agency, the current audit will inherit one or more of the following items from the new user: Refer to Graphic 4.4.12.2

1. DoDAAC
2. CO
3. Agency Code

Within Own Agency:

From	To	DoDAAC	CO Code	Agency Code
DCMA Monitors	DCMA COs	YES	YES	NO
DCMA COs	DCMA COs	YES	YES	NO
DCMA Monitors	DCMA Monitors	YES	NO	NO
DCMA COs	DCMA Monitors	YES	*YES	NO
Service Monitors	Service COs	YES	NO	NO
Service COs	Service COs	YES	NO	NO
Service HQ Monitors	Service COs	YES	NO	NO
Service Monitors	Service Monitors	YES	NO	NO
Service COs	Service Monitors	YES	NO	NO
Service HQ Monitors	Service Monitors	YES	NO	NO

Outside Agency

From	To	DoDAAC	Co Code	Agency Code
DCMA HQ Monitors	Service Monitors	YES	NO	YES
DCMA HQ Monitors	Service COs	YES	NO	YES
Service HQ Monitors	DCMA Monitors	YES	NO	YES
Service HQ Monitors	DCMA COs	YES	YES	YES
Service HQ Monitors	Service Monitors	YES	NO	YES
Service HQ Monitors	Service COs	YES	NO	YES

Graphic 4.4.12.2: Transfer Audit Follow-Up Record

Note: CO Code will update to an empty string since Monitors do not have CO Codes

Lesson Four – Review

Lesson Four Covered the Following Topics:

Topic One	Add New Audit
Topic Two	Plan
Topic Three	Resolve
Topic Four	Disposition or Defer Layout
Topic Five	Forward / Send Document
Topic Six	Forwarded
Topic Seven	Correction by Monitors
Topic Eight	Take Over an Audit from the View Audit Follow-Up Screen

Course Topics

Lesson Four – Review

Lesson Four Covered the Following Topics (continued):

Topic Nine	Update Remarks by CO and Monitors
Topic Ten	Update Revised Target Date (CO and Monitors)
Topic Eleven	Deleting Audits
Topic Twelve	Transferring an Audit

Module Four – Review

Module Four Covered the Following Lessons:

Lesson One	CAFU Pipeline
Lesson Two	Working with Audit Records Overview
Lesson Three	Searching for Audits
Lesson Four	Add New Audit by Monitor

Course Topics

Module Five

Milestones

Module Five – Milestones

Module Five Lesson

Lesson One Milestones Overview

Course Topics

Lesson One

Milestones Overview

Lesson One – Topics

Lesson One Topics

Topic One	Milestones Overview
Topic Two	Adding Milestones
Topic Three	Updating and Deleting Milestones
Topic Four	Viewing Milestones from View Audit Follow-Up Screen

Course Topics

Topic One – Milestones Overview

Milestones Overview

Milestones are intermediate steps in the Follow-Up process associated with an audit. This feature is provided in CAFU to help COs set intermediate goals with target dates, remarks, actual, and revised dates. Monitors can view the milestones attached to audits from the View Audit Follow-Up page. The milestone feature can help the workgroup manage the audits more effectively and improve performance.

Topic One – Milestones Overview

Milestones Overview continued

The following table (Graphic 5.1.1.1) shows the available milestones along with the pipeline position in which it can be used.

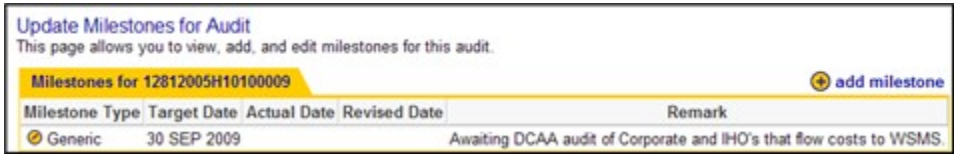
You can access the Audit Milestones page by clicking on the Audit Report Number from My Work to access the View Audit Follow-Up page.

Milestone	Pipeline Position
Request legal review	**Planned**
Receive legal reply	**Planned**
Contact contractor	**Planned**
Receive contractor response	**Planned**
Complete negotiations	**Resolved**
Start litigation or criminal investigation	**Deferred**
Complete litigation or criminal investigation	**Deferred**

Graphic 5.1.1.1: Milestone and Pipeline Position Chart

Adding Milestone (Graphics 5.1.2.1 – 5.1.2.2)	
1.	*Click* on **update milestones** link. • The Update Milestones for Audit screen opens

Graphic 5.1.1.2: View Audit Follow-Up screen / update milestones link



Graphic 5.1.1.3: Update Milestones for Audit screen

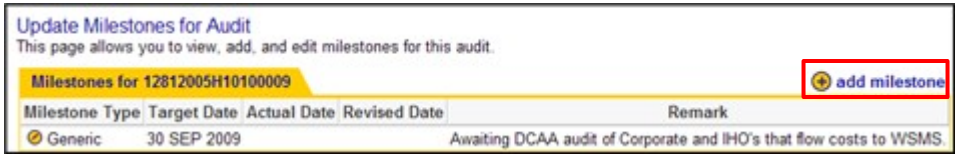
Note: Generic milestones can be added at any time for goals not in the above list

Course Topics

Topic Two – Adding Milestones

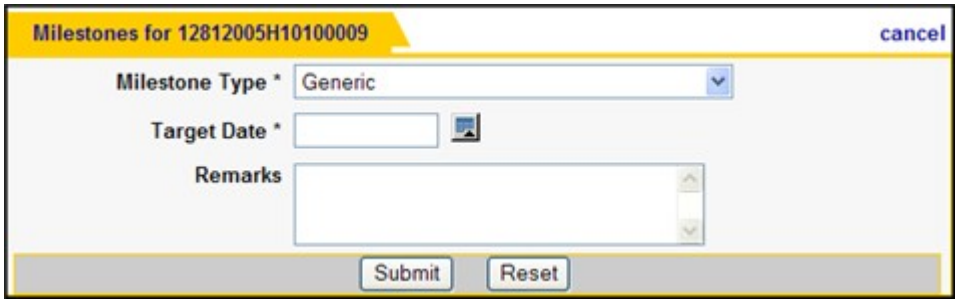
Adding Milestones

As a CO, you can add milestones to an audit currently assigned to you. To add a milestone, click on Add Milestone from the update milestones for audit.



Graphic 5.1.2.1: Add Milestone link

You can select the type of milestone, the target date, and the remarks. The type of milestone you can add depends on the pipeline position of the audit



Graphic 5.1.2.2: Add Milestone link

Adding Milestone (Graphics 5.1.2.1 – 5.1.2.2)	
1.	*Click* on **Add Milestone** link. • Add Milestone for Audit screen opens • This page allows the user to add milestones for an audit

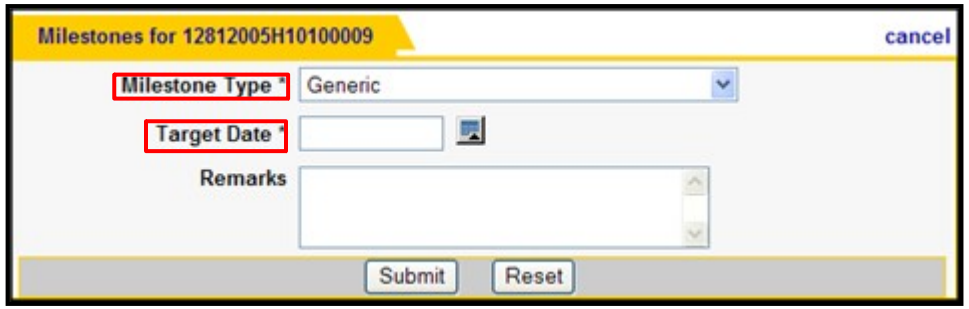
Course Topics

Topic Two – Adding Milestones

Adding Milestones (continued)

The type of milestone you can add depends on the pipeline position of the audit.

Adding Milestones (Graphic 5.1.2.3)	
1.	*Select* the **Milestone Type** from the drop-down menu.
2.	*Click* the **Calendar** icon to enter the Target Date.
3.	*Add* **Remarks** if applicable.
4.	*Click* the **Submit** button.



Graphic 5.1.2.3: Add Milestone link

Required Fields

- Milestone Type
- Target Date

Optional Field

- Remarks (The remarks text field is limited to 2500 characters)

Business Rules

- Milestone Type drop down is based on the pipeline position of the audit and milestones already added
- Target Date cannot be in the past

Note: You can enter the Actual Date and the Revised Date later but you will not be able to change the original Target Date.

Topic Three – Updating and Deleting Milestones

Updating and Deleting Milestones

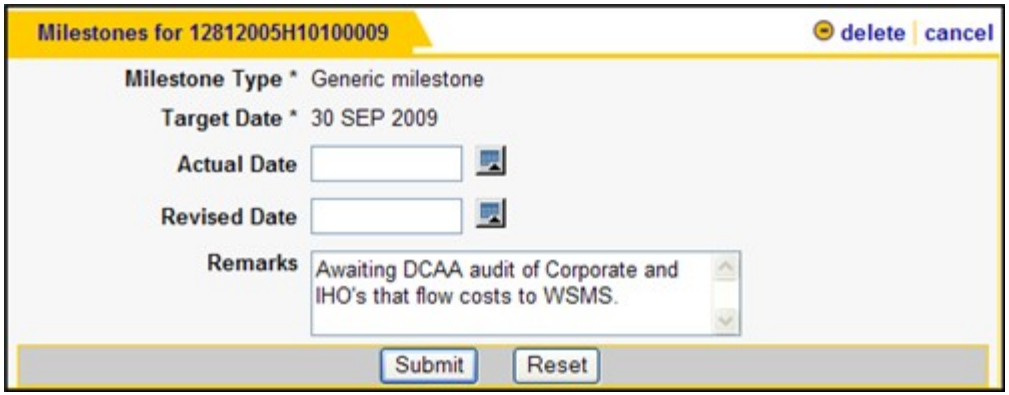
You can update the target date by entering a Revised Date. You can enter the Actual Date when a milestone has been completed. If you want to remove the milestone, simply click on the delete link.

Optional Fields

- Actual Date
- Revised Date
- Remarks (The remarks text field is limited to 2500 characters)

Business Rule

- Actual Date cannot be a future date.



Graphic 5.1.3.1: Updating and Deleting Milestones

Update Milestones (Graphic 5.1.3.1)	
1.	From the **My Work** tab, *Click* on the **Audit Report Number** to access the View Audit Follow-Up screen.
2.	*Click* on **update milestones.**
3.	*Click* on the **edit icon** for the milestone. • You can update the milestone or delete by clicking the delete icon

Course Topics

Topic Four – Viewing Milestones from View Audit Follow-Up Screen

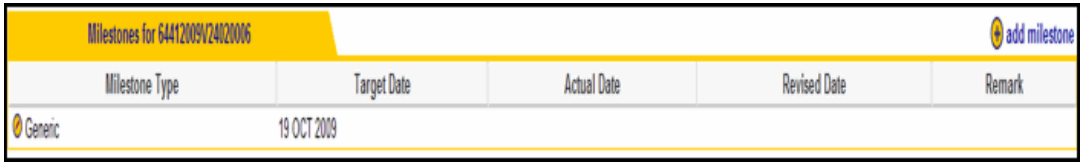
Viewing Milestones from View Audit Follow-Up Screen

To view milestones for an audit in your workgroup that is not assigned to you, you can access the View Audit Follow-Up from the Audits screen.

View My Audit Follow-Up
This page shows details about the selected audit report. You may print the audit by clicking on the link below.
This audit has 1 milestone

Graphic 5.1.4.1: Graphic Viewing Milestones

Viewing Milestones (Graphics 5.1.4.1 – 5.1.4.2)	
1.	*Click* on **Milestones** link**.** • This will allow you to see the milestones at the bottom of the page



Graphic 5.1.4.2: Graphic Viewing Milestones

Course Topics

Lesson One – Review

Lesson One Covered the Following Topics:

Topic One	Milestones Overview
Topic Two	Adding Milestones
Topic Three	Updating and Deleting Milestones
Topic Four	Viewing Milestones from View Audit Follow-Up Screen

Course Topics

Module Five – Review

Module Five Covered the Following Lesson:

Lesson One Milestones

Course Topics

Module Six

Activity Logging

Module Six – Activity Logging

Module Six Lessons

Lesson One Activity Overview

Course Topics

Lesson One

Activity Overview

Lesson One – Topics

Lesson One Topics

Topic One	Activity Overview
Topic Two	Activity Logging per Audit Report
Topic Three	Activity Logging per User

Course Topics

Topic One – Activity Overview

Activity Overview

The Activity Logging feature allows CAFU users to view all activity related to a user or an audit report. This information helps track the history of an audit as it goes through the workflow by listing what action was taken on the audit, who took the action, and when it was completed.

The activity screen shows a table with the date and time the action was taken, Audit Report Number of the audit on which the action was taken, the user that took the action, the pipeline position of the audit after the action was completed, and the description of the activity.

Note: For performance reasons, only the 500 most recent activities will be displayed.

Course Topics

Topic One – Activity Overview

Activity Overview (continued)

Activity related to milestones are not logged.

Activity for User BRA6024

Date and Time	Report Number	User ID	Activity
2009-10-06 15:04:50.0	64412009V24020006	BRA6024	Dennis M. Assenzo Planned Audit 64412009V24020006
2009-10-06 14:55:55.0	25012009C24020001	BRA6024	Dennis M. Assenzo Forwarded Audit 25012009C24020001
2009-10-06 14:55:32.0	25012009C24020001	BRA6024	Dennis M. Assenzo Dispositioned Audit 25012009C24020001
2009-10-06 14:55:00.0	25012009C24020001	BRA6024	Dennis M. Assenzo Resolved Audit 25012009C24020001
2009-10-06 14:53:31.0	25012009C24020001	BRA6024	Dennis M. Assenzo Planned Audit 25012009C24020001
2009-09-03 15:30:10.0	41712006A10100410	BRA6024	Dennis M. Assenzo Dispositioned Audit 41712006A10100410
2009-09-03 15:28:58.0	12812005H10100009	BRA6024	Dennis M. Assenzo Deferred Audit 12812005H10100009
2009-09-03 13:59:40.0	41712006A10100410	BRA6024	Dennis M. Assenzo Deferred Audit 41712006A10100410
2009-09-03 13:58:39.0	41712006A10100410	BRA6024	Dennis M. Assenzo Resolved Audit 41712006A10100410
2009-09-02 15:23:48.0	12812005H10100009	BRA6024	Dennis M. Assenzo Resolved Audit 12812005H10100009

1-10 of 1266

Graphic 6.1.1.1: View Activity screen

Activity Overview (Graphics 6.1.1.1 – 6.1.1.2)	
1.	*Click* the **Date and Time** link of an activity to see the details of the activity and a snapshot of some fields from the audit report.
2.	*Click* the **Report Number** link to view current state of the audit.

Activity Info

close close

Action Taken On 2009-10-06 15:04:50.0

Action Taken By Dennis Assenzo

Action Dennis M. Assenzo Planned Audit 64412009V24020006

Snapshot

Audit Report Number 64412009V24020006

Pipeline Position Planned

DoDAAC S2202A

ACO

Remarks

Graphic 6.1.1.2: Date and Time Activity info screen

Audit Follow-Up

print | take over

Audit Number	64412009V24020006	Supersedes	
Contractor	3K773: COMPUTER & HI-TECH MANAGE		
Contract Number		Docket Number	
DoDAAC	S2202A	Status	(OC) Less than six months
Pipeline Position	Planned	Audit Type	(B) Accounting/Internal Systems

Graphic 6.1.1.3: Current State of Audit screen

Course Topics

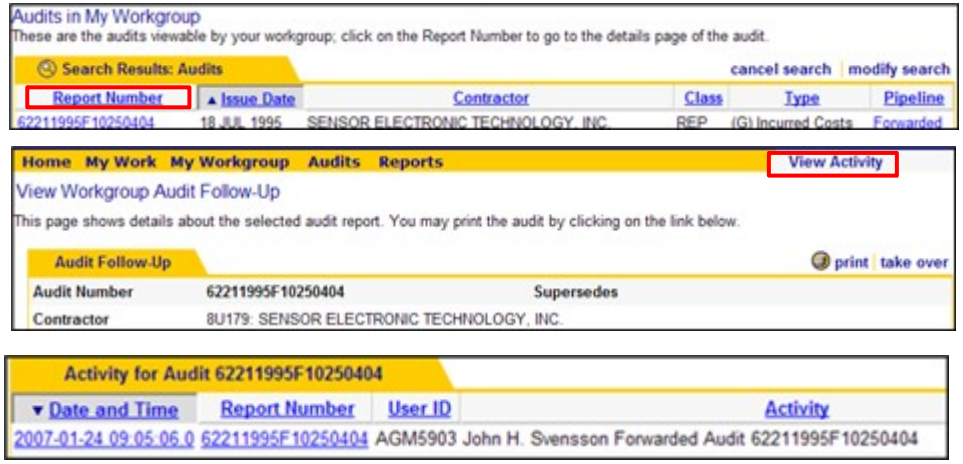
Topic Two – Activity Logging per Audit Report

Activity Logging per Audit Report

You can view activity of an individual audit report from both the My Work or Audits screen. The Activity data will be the same.

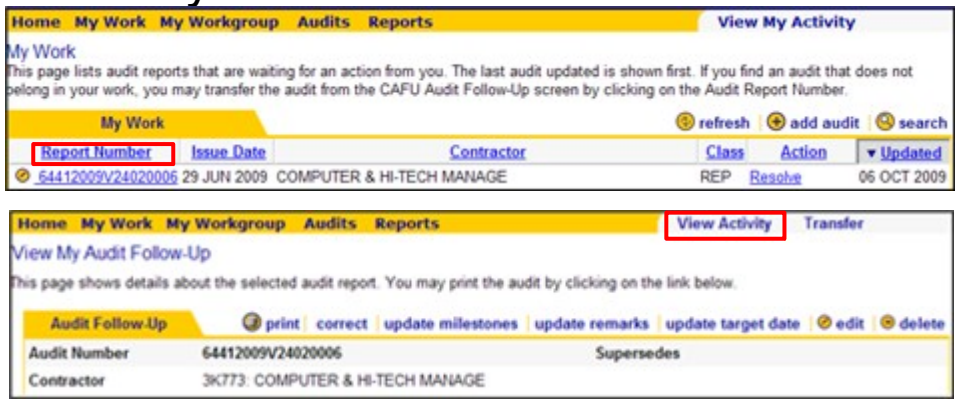
Activity Logging per Audit Report (Graphics 6.1.2.1 – 6.1.2.2)	
1.	*Click* the **Report Number** to view the activity of an individual audit report.
2.	*Click* on the **View Activity** link to view the audit.

From


Audits in My Workgroup
These are the audits viewable by your workgroup; click on the Report Number to go to the details page of the audit.
Search Results: Audits
cancel search | modify search
Report Number | Issue Date | Contractor | Class | Type | Pipeline
62211995F10250404 18 JUL 1995 SENSOR ELECTRONIC TECHNOLOGY, INC REP (G) Incurred Costs Forwarded
Home My Work My Workgroup Audits Reports View Activity
View Workgroup Audit Follow-Up
This page shows details about the selected audit report. You may print the audit by clicking on the link below.
Audit Follow-Up
print | take over
Audit Number 62211995F10250404 Supersedes
Contractor 8U179: SENSOR ELECTRONIC TECHNOLOGY, INC.
Activity for Audit 62211995F10250404
Date and Time | Report Number | User ID | Activity
2007-01-24 09:05:06.0 62211995F10250404 AGM5903 John H. Svensson Forwarded Audit 62211995F10250404

Graphic 6.1.2.1: Activity Logging From Audits

From My Work:


Home My Work My Workgroup Audits Reports View My Activity
My Work
This page lists audit reports that are waiting for an action from you. The last audit updated is shown first. If you find an audit that does not belong in your work, you may transfer the audit from the CAFU Audit Follow-Up screen by clicking on the Audit Report Number.
My Work
refresh | add audit | search
Report Number | Issue Date | Contractor | Class | Action | Updated
64412009V24020006 29 JUN 2009 COMPUTER & HI-TECH MANAGE REP Resolve 06 OCT 2009
Home My Work My Workgroup Audits Reports View Activity Transfer
View My Audit Follow-Up
This page shows details about the selected audit report. You may print the audit by clicking on the link below.
Audit Follow-Up
print | correct | update milestones | update remarks | update target date | edit | delete
Audit Number 64412009V24020006 Supersedes
Contractor 3K773: COMPUTER & HI-TECH MANAGE

Graphic 6.1.2.2: Activity Logging From My Work

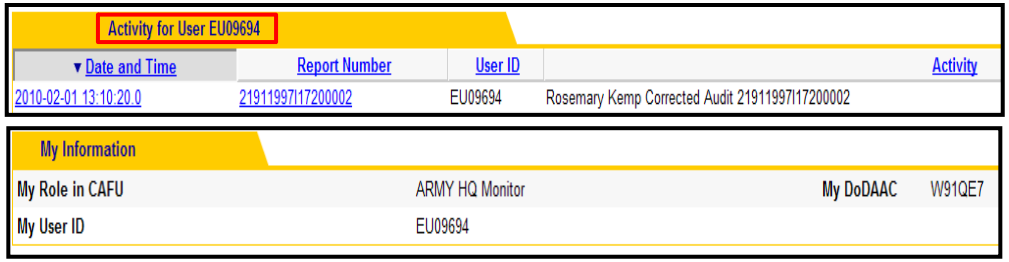
Course Topics

Topic Three – Activity Logging per User

Activity Logging per User

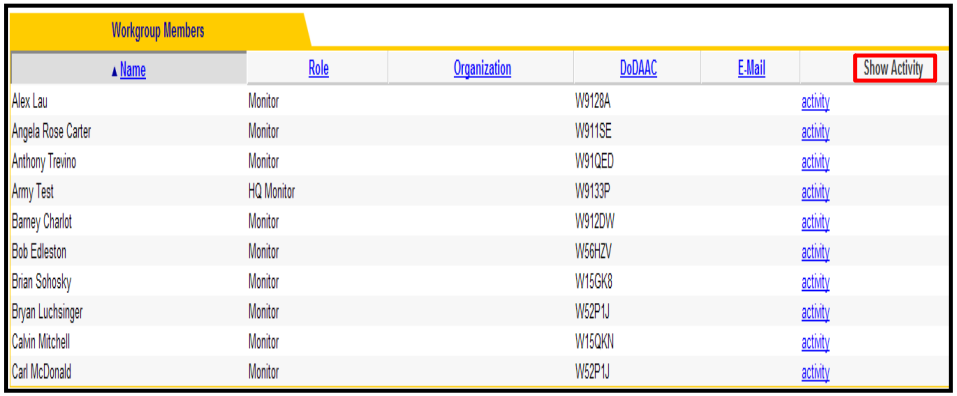
Activity logging per user shows the list of actions completed by a user. This feature is helpful in viewing your own activity for reminders and tracking your work (Graphic 6.1.6). You can also view the activity of members in your workgroup to trace transfers.

Activity for other members of the workgroup can be accessed from the My Workgroup page. **Note** that this screen also provides a quick way of searching for audits assigned to a CO in your workgroup (Graphic 6.1.7).



Graphic 6.1.6: Activity for User Screen

Activity Logging per User (Graphics 6.1.6 – 6.1.7)	
1.	To view your activity, *Click* on the **View My Activity** link in the context menu of the My Work page The Activity for User screen opens (Graphic 6.1.6).
2.	**(Refer to Module Two for Workgroup Overview)** **To see a workgroup member activity**
3.	*Click* on the **activity link** under **Show Activity** column in the Workgroup Members menu • This will open the View Activity for a particular user



Graphic 6.1.7: Workgroup Members Screen

Lesson One – Review

Lesson One Covered the Following Topics:

Topic One	Activity Overview
Topic Two	Activity Logging per Audit Report
Topic Three	Activity Logging per User

Course Topics

Module Six – Review

Module Six Covered the Following Lesson:

Lesson One Activity Overview

Course Topics

Module Seven

Frequently Asked Questions

Module Seven - CAFU 3.5 Frequently Asked Questions

Listed below are just a few questions that users have asked about CAFU:

- **Question:** I am getting no records back when I use the search feature, what should I do?
- **Answer:** If you use the search action from My Work, the system will only search within audits currently assigned to you. To search for all audits in your workgroup, make sure you use the search action from the Audits screen. **See Searching for Audits for details.**

- **Question:** I am trying to update remarks but the system keeps prompting me for other inputs. What other inputs should I use?
- **Answer:** If you want to update remarks without completing a pipeline activity, such as resolve or disposition, you must use the update remarks feature. Updating remarks from the edit screen requires satisfying all business rules. **See Updating Remarks for details**.

- **Question:** I just completed the Forward Document activity on my audit and it disappeared from My Work screen. Have I lost the document?
- **Answer:** As a CO, once you complete the Forward Document activity, you are done with the audit; hence it is no longer assigned to you. You can still find the audit in the Workgroup Audits screen. **See Forward Document and Workgroup Audits Screen** for details.

CAFU 3.5 Course Summary

Upon completion of this CAFU 3.5 Training you will have learned to:

- Understand the application functionality
- Understand the CO and HQ/ Monitors roles
- Understand how to maneuver between the work screens
- Understand how each workgroups conduct an audit (DCMA, Army, Navy, TRICARE and Air Force).
- Work with Audit records
- Work with Milestones
- Understand how to log an activity as a user and per Audit Report